



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

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Board of Supervisors
County of Sacramento

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City of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

JIMMIE YEE
Board of Supervisors
County of Sacramento

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**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, June 5, 2014

TIME: 10:00 a.m.

LOCATION: SETA Board Room
925 Del Paso Blvd.
Sacramento, CA 95815

While the SETA Governing Board welcomes and encourages participation in the Governing Board meetings, it would be appreciated if you would limit your comments to five minutes so that everyone may be heard. Matters under jurisdiction of the SETA Governing Board and not on the posted agenda or any off-agenda matters may be addressed by the general public following completion of the regular agenda. The SETA Governing Board limits testimony on matters not on the agenda to five minutes per person and not more than fifteen minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3827. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: www.seta.net.

AGENDA

PAGE NUMBER

- I. **Call to Order/Roll Call/Pledge of Allegiance**
→ Recognition of Retiring Employee: Christine Welsch
- II. **CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR**
Pursuant to Government Code Section 54957.6
Agency Negotiator: Dee Contreras
Employee Organization: AFSCME Local 146
- III. **Consent Items**
 - A. Minutes of the April 24, 2014 Special Board Meeting 1-7
 - B. Approval of Claims and Warrants 8
 - C. Approval to Augment South County Services, Inc. with Community Services Block Grant (CSBG) Funding and to Extend the Mather Community Campus Subgrant Agreement with the Department of Human Assistance (Cindy Sherwood-Green) 9-10

“Preparing People for Success: in School, in Work, in Life”

D. Ratification of the Submission of the Proposal to the AARP Foundation for the "Back To Work 50+ Network Workforce Investment Board (WIB) Expansion" Grant and Authorize the Executive Director to Execute the Funding Agreement and any Modifications or other Documents Required by the Funding Source (Mary Jennings) 11-12

E. Approval of One-Stop Share of Cost Agreement with the County Department of Human Assistance, PY 2014-2015 and Authorize the Executive Director to Sign the Agreement and any Required Documents Pertaining to the Agreement (Robin Purdy) 13

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2. Approval of 2014-15 Compensation Recommendations for Unrepresented Confidential and Management Personnel and the Personnel Resolution Covering Unrepresented Employees (Roy Kim) 15-16

3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** First Reading of the Proposed Sacramento Employment and Training Agency Budget for Fiscal Year 2014-2015 (Loretta Su) 17

5. Approval to Authorize Lease Negotiations for South Sacramento Job Center Office and Classroom Space (William Walker) 18

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

Community Services Block Grant: None.

One Stop Services

1. Concurrence with the Sacramento Works, Inc. Board to Approve the Workforce Investment Act Sacramento Works Resource Allocation Plan for 2014-2015 (Robin Purdy) 19-20

2. Approval of Funding Recommendations and Funding Extensions for Workforce Investment Act Adult/Dislocated Worker, Dislocated Worker 25 Percent Additional Assistance and CalWORKs Programs (Robin Purdy) 21-30

3. Concurrence with the Sacramento Works, Inc. Board to Approve Funding Extension Recommendations for the WIA Youth Program for 2014-15 (Christine Welsch) 31-37

C. CHILDREN AND FAMILY SERVICES: None

V. Information Items

- A. Update on Implementation of Workforce Investment Act Eligible Training Provider List Policy Directive (Robin Purdy) 38-40

- B. Update on Creating a Workforce Pipeline for the Sacramento Downtown Entertainment and Sports Complex (William Walker) 41-42

- C. Fiscal Monitoring Reports (Loretta Su) 43-59
- ✓ Asian Resources, Inc.
 - ✓ Bach Viet Association, Inc.
 - ✓ California Human Development Corp.
 - ✓ California Indian Manpower Consort.
 - ✓ Crossroads Diversified Services, Inc.
 - ✓ Elk Grove Unified School District – Adult Education
 - ✓ Hmong Women’s Heritage Association

- D. Employer Success Stories and Activity Report (William Walker) 60-68

- E. Dislocated Worker Update (William Walker) 69-71

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- A. Chair
- B. Executive Director
- C. Deputy Directors
- D. Counsel
- E. Members of the Board
- F. Public

VII. Adjournment

DISTRIBUTION DATE: THURSDAY, MAY 29, 2014

ITEM III-A - CONSENT

MINUTES OF THE APRIL 24, 2014 SPECIAL BOARD MEETING

BACKGROUND:

Attached are the minutes of the April 24, 2014 Governing Board meeting for your review.

RECOMMENDATION:

That your Board review, modify if necessary, and approve the attached minutes.

STAFF PRESENTER: Kathy Kossick

**SPECIAL MEETING OF THE
SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
GOVERNING BOARD**

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

SETA Board Room
925 Del Paso Blvd.
Sacramento, CA 95815

Thursday, April 24, 2014
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Councilmember Allen Warren called the meeting to order at 10:10 a.m.

Members Present:

Allen Warren, Chair, Governing Board; Councilmember, City of Sacramento
Jimmie Yee, Member, Board of Supervisors
Sophia Scherman, Public Representative
Don Nottoli, Vice Chair, Governing Board; Member, Board of Supervisors

Member Absent:

Jay Schenirer, Councilmember, City of Sacramento

II. Consent Items

- A. Minutes of the April 3, 2014 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Annual Self-Assessment for 2014-2015 and Resulting Program Improvement Plan SETA-Operated Program
- D. Approval of Resolution Renaming Three Head Start/Early Head Start Early Learning Centers to Align with Community Changes
- E. Concurrence with the Sacramento Works Executive Committee to Ratify the Submission of the Business Outreach and Layoff Aversion Pilot Project Application to the California Employment Development Department
- F. Appointment of Private Sector Applicant to the Sacramento Works, Inc. Board

Mr. Nottoli commended staff on the annual self assessment and program survey and stated that this is indicative that this staff does good work.

Moved/Nottoli, second/Scherman, to approve the consent items as follows:

- A. Approve the April 3, 2014 minutes.
- B. Approve the claims and warrants for the period 3/28/14 through 4/17/14.
- C. Approve Program Year 2013-2014 Self-Assessment and resulting Program Improvement Plan.
- D. Approve the resolution naming the Broadway Early Learning Center the Marina Vista Early Learning Center, the New Helvetia I Early Learning Center the Alder

Grove Infant/Toddler Center, and the New Helvetia II Early Learning Center the Alder Grove Early Learning Center.

- E. Ratify the submission of the Business Outreach and Layoff Aversion grant application requesting \$441,650 per year for three years to the California Employment Development Department.
- F. Approve the appointment of Ms. Lisa Clawson to a Private Sector slot on the Sacramento Works, Inc. board.

Roll Call Vote:

Aye: 4 (Nottoli, Scherman, Warren, Yee)

Nay: 0

Abstention: 0

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of New Job Classification of Children and Family Services (CFS) Program Specialist and the Related Salary Schedule

Mr. Roy Kim reviewed the new job classification and stated that the union has no issues with this.

Mr. Warren opened a public hearing; there was no testimony.

Moved/Nottoli, second/Scherman, to close the public hearing and approve the job classification and proposed pay range for the Children and Family Services Program Specialist.

Roll Call Vote:

Aye: 4 (Nottoli, Scherman, Warren, Yee)

Nay: 0

Abstention: 0

- 2. Approval to Extend the Due Date for the Request for Proposals (RFP) for Office and Classroom Space for a Job Center

Ms. Robin Purdy stated that in March, the Board approved an RFP for Office and Classroom space. The Agency did not receive any proposals. Staff is requesting that the Board extend the RFP deadline and authorize staff to contact brokers.

Mr. Yee asked if there was any reason proposals were not submitted; Ms. Purdy replied that the current landlord failed to respond; it 'fell through the cracks.' Ms. Purdy is hoping that by contacting brokers directly there will be more responses.

Moved/Yee, second/Scherman, to the due date for the Request for Proposals for Office and Classroom space for a Job Center in South Sacramento to May 30..

Roll Call Vote:
Aye: 4 (Nottoli, Scherman, Warren, Yee)
Nay: 0
Abstention: 0

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services

1. Approval of the Three-Year Plan for the Provision of Refugee Social Services (RSS) and Targeted Assistance (TA) Funded Services to Refugees Program Years (PYs) 2014-2017

Ms. Michelle O’Camb stated that a new plan is required every three years.

Mr. Warren asked why ESL was not allowed to be a stand-alone activity. Ms. O’Camb replied that participants must be actively participating in another skill besides learning the English language in order to get a job. It is expected that the curriculum will be inclusive of qualifying for a work activity and ESL.

Moved/Nottoli, second/Yee, to approve the three-year Plan for the Provision of Refugee Social Services (RSS) and Targeted Assistance (TA) Services to Refugees, Program Years 2014-2017.

Roll Call Vote:
Aye: 4 (Nottoli, Scherman, Warren, Yee)
Nay: 0
Abstention: 0

2. Approval of the Release of the Request for Proposals (RFP) for the Refugee Social Services (RSS) and Targeted Assistance (TA) Funded Programs, Program Year (PY) 2014-15

Ms. O’Camb reviewed the proposed RFP and the services expected to be provided. The allocation is unknown but is anticipated to be around \$780,000 for providers.

Moved/Scherman, second/Yee, to approve the release of the Request for Proposals (RFP) for the Refugee Social Services (RSS) and Targeted Assistance (TA) Funded Programs, Program Year 2014-2015.

Roll Call Vote:
Aye: 4 (Nottoli, Scherman, Warren, Yee)
Nay: 0
Abstention: 0

Community Services Block Grant: None.

One Stop Services: None.

C. CHILDREN AND FAMILY SERVICES

Ms. Denise Lee reviewed all of the grant documents which are due on May 1. The documents include the restoration of sequestration funds of approximately \$2.4 million and a 1.3% COLA increase. Ms. Lee stated that 147 Head Start slots will be restored next year. Several program option changes were addressed. With the opportunity of new EHS partnership/expansion funds, some of the changes may be reversed. We are awaiting funding opportunity announcement. The top focus will be programs partnering with family child care homes and other child care providers to raise their quality standards for in-home providers.

Mr. Nottoli stated that this is a good opportunity to talk about our accomplishments and appeal to the broader community to let them know about Head Start. There is room on the agenda for City Council and/or Board of Supervisors to have a presentation on the Head Start program.

Ms. Scherman urged Head Start to contact Kaiser South for potential EHS parents.

1. Approval of Fiscal Year 2014-2015 Head Start/Early Head Start Budget

Moved/Scherman, second/Yee, to approve the Fiscal Year 2014-2015 Head Start/Early Head Start Budget in the amount of \$51,057,991 for Basic including sequestration restoration and COLA funds and Training/Technical Assistance.

Roll Call Vote:

Aye: 4 (Nottoli, Scherman, Warren, Yee)

Nay: 0

Abstention: 0

2. Approval of Fiscal Year 2014-2015 Head Start/Early Head Start Refunding Application

Moved/Nottoli, second/Scherman, to approve the Fiscal Year 2014-2015 Head Start/Early Head Start Refunding Application.

Roll Call Vote:

Aye: 4 (Nottoli, Scherman, Warren, Yee)

Nay: 0

Abstention: 0

3. Approval of Fiscal Year 2014-2015 Head Start/Early Head Start Training/Technical Assistance Grant Application to be in Alignment with Established Three-Year Goals

Moved/Nottoli, second/Yee, to approve the Fiscal Year 2014-2015 Head Start/Early Head Start Training/Technical grant application as aligned with established three-year goals.

Roll Call Vote:

Aye: 4 (Nottoli, Scherman, Warren, Yee)

Nay: 0

Abstention: 0

4. Approval of Fiscal 2014-2015 Sacramento County Program Options/Grantee and Delegate Agencies

Moved/Yee, Second/Scherman, to approve Fiscal Year 2014-2015 Sacramento County Program Options/Grantee and Delegate Agencies.

Roll Call Vote:

Aye: 4 (Nottoli, Scherman, Warren, Yee)

Nay: 0

Abstention: 0

IV. Information Items

- A. Summary of Findings - Fiscal Year 2013-2014 California Department of Education Triennial Review: Ms. Lee spoke about the attendance issue and that there needs to be a corrective action plan with board approved policy. The policies are in place but not in as much detail as needed. Families that have children enrolled have only 10 excused days over the year. There has to be an actual reason for the child's absence.
- B. Fiscal Monitoring Reports: No comments.
- C. Employer Success Stories and Activity Report: Mr. Yee had an opportunity to go to the old Campbell's Soup facility. Mr. Nottoli wants to encourage the employers coming to the facility to utilize SETA services to recruit their employees. Mr. Yee suggested that staff be in constant contact with Troy Givans.
- D. Dislocated Worker Update: Ms. Scherman asked why Sprint declined services and Mr. Walker replied that they did an in-lieu of layoff. They paid people for 30 days, kept them on the books and then after the 30 days they issued a WARN notice. A lot of companies utilize their own services to assist their dislocated employees.
- E. Head Start Reports: Ms. Denise Lee thanked Mr. Nottoli and Ms. Scherman for agreeing to be interviewed by the federal review team.

Ms. Scherman stated that the federal team was very pleased, comfortable, and impressed that they had all of the necessary documentation without asking for it. Ms. Lee acknowledged her staff for their hard work.

Ms. Lee stated that ACF may be moving to five year grants and if so, it may move the reviews to every four to five years.

Mr. Nottoli asked if the numbers are up at the Walnut Grove Head Start center. Ms. Lee replied that she looked hard at that center but there was nothing that raised red flags. She would like to work on attendance program wide and transportation seems to be an issue across the board. Mr. Nottoli offered assistance if there are issues at the Walnut Grove center.

V. Reports to the Board

- A. Chair: Mr. Warren spoke of the new program between the community and workforce pipeline to build the new arena. There was a press conference and there is an article in the Sacramento Bee. It is extraordinary that these organizations were brought together to deal with high unemployment.

Ms. Scherman asked how the ZIP codes were identified for the program. Ms. Purdy stated that the ZIP codes were identified using census data for poverty rates with poverty with over 30% and the highest unemployment data in Sacramento County. This data was provided to ACT and they came up with the ZIP codes to be targeted for the program. This data was provided to the Governing Board members on a quarterly basis.

- B. Executive Director: Ms. Kossick reminded the board that the next meeting will be June 5; there will not be a May meeting. Ms. Kossick urged board members to write a special note to Councilmember Pannell; the notes will be part of a gift to Ms. Pannell. The notecards are the artwork of the children at the Sharon Neese center.

Ms. Kossick thanked Ms. Scherman and Mr. Nottoli for their participation in the federal interview.

- C. Deputy Directors: No report.
D. Counsel: No report.
E. Members of the Board: No report.
F. Public: No comments.

- VI. Adjournment:** The meeting was adjourned at 11:27 a.m.

ITEM III-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 4/18/14 through 5/29/14, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 4/18/14 through 5/29/14.

STAFF PRESENTER: Kathy Kossick

ITEM III-C - CONSENT

APPROVAL TO AUGMENT SOUTH COUNTY SERVICES, INC. WITH COMMUNITY SERVICES BLOCK GRANT (CSBG) FUNDING AND TO EXTEND THE MATHER COMMUNITY CAMPUS SUBGRANT AGREEMENT WITH THE DEPARTMENT OF HUMAN ASSISTANCE

BACKGROUND:

On May 5, 2014, SETA received a contract from the Sacramento County Department of Human Assistance (DHA) to continue DHA's share of cost of the Job Center System and continue services to CalWORKs recipients through PY2013-2014. The Job Center Share of Cost agreement will cover Sacramento County's share of cost for the operation of the Sacramento Works America's Job Center system, including support services offered by South County Services and employment services offered through Mather Community Campus.

South County Services, Inc.

South County Services, Inc. (SCS) has been the only comprehensive service provider for low-income and vulnerable families in south Sacramento County for over 35 years. Its service area includes the cities of Galt, Elk Grove, Walnut Grove, Hood, Franklin, Isleton, Locke and Ryde. It provides approximately 28,000 safety-net services to residents of these communities each year.

SCS has been a SETA CSBG service provider since the mid-1980s. Funding levels have ranged from \$20,000 to its current \$65,000. When funding from the County Department of Human Assistance (DHA) ended in 2010, SCS lost its primary source of funding and has been unable to fully meet the service needs of its community. It currently operates on a modified schedule and with reduced staffing.

The Job Center Share of Cost Agreement included a provision to fund SCS to provide services in the rural South Sacramento County to ensure the continuation of basic emergency services for the underserved Galt and River Delta communities.

The SETA Governing Board has previously approved augmentations to SCS in 2010 for \$188,000; in 2011 for \$60,000; in 2012 for \$89,314; and in 2013 for \$89,314, with CSBG funding made available through the Job Center Share of Cost Agreement with DHA.

SCS' current CSBG funding level of \$65,000 is insufficient for it to remain operational after June 30, 2014. Board approval is requested to augment the SCS 2014 CSBG

STAFF PRESENTER: Cindy Sherwood-Green

ITEM III-C – CONSENT (continued)
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subcontract for \$119,314, which is made available through the Job Center Share of Cost Agreement, to continue the provision of safety-net services from July 1, 2014 through December 31, 2014.

Mather Community Campus

The Job Center Share of Cost Agreement also includes a provision to continue to provide employment and self-sufficiency services to residents of Mather Community Campus, and reimburse DHA \$222,600 for the costs of providing services through the Campus for PY 2014-15.

RECOMMENDATION:

Approve the augmentation of \$119,314 in Community Services Block Grant funding for South County Services Inc. to continue the provision of safety-net services in South Sacramento County from July 1, 2014 through December 31, 2014, and extend the Mather Community Campus Subgrant Agreement with the Department of Human Assistance for PY 2014-15 in the amount of \$222,600 to continue the provision of employment and self-sufficiency services to Mather Community Campus residents.

STAFF PRESENTER: Cindy Sherwood-Green

ITEM III-D - CONSENT

RATIFICATION OF THE SUBMISSION OF THE PROPOSAL TO THE AARP FOUNDATION FOR THE "BACK TO WORK 50+ NETWORK WORKFORCE INVESTMENT BOARD (WIB) EXPANSION" GRANT AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE FUNDING AGREEMENT AND ANY MODIFICATIONS OR OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

BACKGROUND:

The AARP Foundation is seeking applicants for funding to build the AARP BACK TO WORK 50+ (BTW 50+) national network of organizations committed to ensuring that unemployed job candidates 50 years of age or older can earn income from work for as long as needed. AARP's BTW 50+ is dedicated to moving low-income, unemployed people age 50+ from instability to stability by increasing employability and earning potential. The grant opportunity is a way for committed organizations to build internal capacity to develop a pipeline that links BTW 50+ job candidates to in-demand jobs and provides the information resources, coaching support, and employer access needed to secure quality jobs. BTW 50+ utilizes a partnership model that links targeted marketing, a toll-free number and call center run by the AARP Foundation, local workforce service providers, and employers through a client management system. The goal is to increase the availability of good quality, relevant coaching support needed for 50+ workers to remain competitive in the workforce, and to support and assist in placement into regionally in-demand occupations.

SETA submitted a proposal in response to the BTW 50+ Network WIB Expansion Grant opportunity by the deadline of May 15, 2014 requesting \$100,000 over the two-year grant period anticipated to begin July 1, 2014. SETA's BTW 50+ project will focus on the healthcare, technology, professional and business, and administrative support industry sectors, providing participants leads and access to local employers. SETA will provide coaching services to participants, which will include in-depth employability assessments of work histories, vocational skill levels, academic levels, the development of participant plans, the provision of supportive services, and job placement and retention services.

SETA will utilize existing relationships and resources to achieve the grant outcomes, including partnering with the local Area 4 Agency on Aging (A4AA). A4AA will connect job seekers from its employment programs to the SETA BTW 50+ program, and host an annual Senior Career & Resource Fair. Attendees of the fair will meet senior-friendly employers, learn about services available in the Sacramento region, access information

STAFF PRESENTER: Mary Jennings

ITEM III-D – CONSENT (continued)

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on effective financial management and attend a job retention workshop discussing intergenerational workplace issues and challenges. Over the two year grant period, SETA will enroll 96 50+ job seekers leveraging Workforce Investment Act (WIA) funded services to increase the employability and competitiveness of the participants through coaching services, short term training, labor market and career exploration, supportive services and job placement and retention services.

RECOMMENDATION:

Ratify the submission of the proposal to the AARP Foundation in response to the requesting BTW 50+ Network WIB Expansion Grant opportunity in the amount \$100,000 for a two-year (24 month) project period, and authorize SETA's Executive Director to execute the funding agreement, modifications and any other documents required by the funding source.

STAFF PRESENTER: Mary Jennings

ITEM III-E – CONSENT

APPROVAL OF ONE-STOP SHARE OF COST AGREEMENT WITH THE
COUNTY DEPARTMENT OF HUMAN ASSISTANCE, PY 2014-2015
AND AUTHORIZE THE EXECUTIVE DIRECTOR TO SIGN THE AGREEMENT
AND ANY REQUIRED DOCUMENTS PERTAINING TO THE AGREEMENT

BACKGROUND:

The Workforce Investment Act requires that One-Stop partners contribute a share of the costs of the One-Stop System proportionate to the use of the system by individuals attributable to the partner program. Since 2003, SETA has entered into an agreement with the County of Sacramento, Department of Human Assistance (DHA) to provide One-Stop Services to CalWORKs customers.

On May 5, 2014, SETA received a contract from the Sacramento County Department of Human Assistance (DHA) to continue DHA's share of cost of the Job Center System and continue services to CalWORKs recipients through PY2013-2014. The contract amount is \$4,000,000 to continue services to CalWORKs recipients through PY2014-2015.

RECOMMENDATION:

Approve the One Stop Share of Cost agreement for \$4,000,000 with the Department of Human Assistance and authorize SETA's Executive Director to negotiate and execute the agreement.

STAFF PRESENTER: Robin Purdy

ITEM IV-A – 1 - ACTION

APPROVAL OF TENTATIVE AGREEMENT TO THE LABOR CONTRACT

BACKGROUND:

The American Federation of State, County, and Municipal Employees (AFSCME) and the Sacramento Employment and Training Agency (SETA) have a labor agreement that covers the period October 3, 2013 – June 30, 2016. That agreement includes a reopener clause for wages and benefits in Year 2 (FY 2014-15) and in Year 3 (FY 2015-16) to negotiate increases in the event that the Agency receives increased or additional funding specifically to provide wage or benefit increases.

In March 2014, the Agency was notified by the Administration for Children & Families that it would receive a 1.3 percent cost-of-living adjustment (COLA) to its Head Start and Early Head Start base grant. The Agency has met with AFSCME and reached a Tentative Agreement to apply a 1 percent salary increase across the board for all Agency employees, effective July 1, 2014. AFSCME ratified the tentative agreement on May 8, 2014.

RECOMMENDATION:

Approve the Tentative Agreement.

STAFF PRESENTER: Roy Kim

ITEM IV-A – 2 - ACTION

APPROVAL OF 2014-2015 COMPENSATION RECOMMENDATIONS FOR UNREPRESENTED CONFIDENTIAL AND MANAGEMENT PERSONNEL AND THE PERSONNEL RESOLUTION COVERING UNREPRESENTED EMPLOYEES

BACKGROUND:

On a periodic basis, the Governing Board reviews a report containing recommendations of the Executive Director for salary and benefit improvements for unrepresented confidential and exempt management employees. The Board last acted on October 3, 2013. The current report is being sent under separate cover.

RECOMMENDATION:

Review and approve the report on 2014-2015 compensation recommendations for unrepresented confidential and exempt management employees on the effective days given in the report and approve the personnel resolution covering unrepresented employees.

STAFF PRESENTER: Roy Kim

RESOLUTION NO.: 2014-02

Adopted by the Sacramento Employment and Training Agency Governing Board on the Date of

JUNE 5, 2014

A RESOLUTION APPROVING THE DIRECTOR'S REPORT DATED May 29, 2014, RELATING TO 2014-2015 COMPENSATION RECOMMENDATION FOR UNREPRESENTED CONFIDENTIAL AND MANAGEMENT PERSONNEL AND ESTABLISHING A PERSONNEL RESOLUTION COVERING UNREPRESENTED EMPLOYEES

BE IT RESOLVED BY THE GOVERNING BOARD OF THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY that:

The report dated May 29, 2014 relating to 2014-2014 compensation recommendation for the unrepresented confidential and management personnel and establishing a personnel resolution covering unrepresented employees, a copy of which is attached hereto, is hereby approved in full.

Allen Warren, Chair

ATTEST:

Nancy L. Hogan
Clerk of the Boards

ITEM IV-A – 3 - ACTION

**TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: FIRST READING OF THE
PROPOSED SACRAMENTO EMPLOYMENT AND TRAINING AGENCY BUDGET
FOR FISCAL YEAR 2014-2015**

BACKGROUND:

Historically, the SETA Governing Board holds a first hearing on the annual budget in June of each year, with the final adoption of the Agency budget in August. The June budget is a proposed budget to provide authority to operate in the new fiscal year and is required by the County of Sacramento by June 30, 2014.

As funding becomes more definite in several programs, the final budget presented at the August Governing Board meeting will reflect actual available funding. The final budget will be submitted to the County and City after SETA Governing Board approval.

A copy of the proposed budget will be sent under separate cover.

RECOMMENDATION:

Open a public hearing on the Agency budget to receive input, and continue to August 7, 2014, where the public hearing will be closed and the Agency budget adopted.

STAFF PRESENTER: Loretta Su

ITEM IV-A – 4 - ACTION

APPROVAL TO AUTHORIZE LEASE NEGOTIATIONS FOR SOUTH SACRAMENTO
JOB CENTER OFFICE AND CLASSROOM SPACE

BACKGROUND:

On March 6, 2014 the Board approved the release of a Request for Proposals (RFP) to seek office and classroom space to continue to provide Job Center services in the South Sacramento area. The deadline for the submission of a proposal in response to the RFP was April 18, 2014. No proposals were received by the deadline. As a result, the Board authorized the extension of the RFP at its April 24 meeting with an extended deadline of May 30, 2014.

Staff will be reviewing and ranking the proposals prior to the Board meeting. An oral report and related materials will be provided at the meeting.

RECOMMENDATION:

Review the staff report of the proposals received, and authorize staff to enter into lease negotiations with representatives of the top ranked proposal. If unsuccessful, staff will negotiate with the proposal ranked second. Upon successful negotiations, staff will return to the board for action to approve a lease agreement.

STAFF PRESENTER: William Walker

ITEM IV-B – 1 - ACTION

CONCURRENCE WITH SACRAMENTO WORKS INC. TO APPROVE THE
WORKFORCE INVESTMENT ACT (WIA) SACRAMENTO WORKS, INC.
RESOURCE ALLOCATION PLAN FOR 2014-2015

BACKGROUND:

The Resource Allocation Plan (RAP) determines how funding allocated to Sacramento County through the Workforce Investment Act (WIA) Adult and Dislocated Worker programs, and the CalWORKs funds allocated to SETA by the Sacramento County Department of Human Assistance (DHA) is used to serve job seekers and employers. Funds that are allocated provide activities and services that assist unemployed individuals gain the skills necessary to enter high demand careers in the region and offer employers the services they need to hire qualified candidates. The RAP is part of the Sacramento Works Five Year Workforce Development Plan. On an annual basis, Sacramento Works, Inc. (SWI) reviews the plan and approves the percentage of funds that will be allocated to each activity for the next fiscal year.

The allocation for Fiscal Year 2014-2015 for the WIA Adult, Dislocated Worker, and CalWORKs programs is \$11,790,905. The WIA Allocations for the Adult and Dislocated Worker programs were decreased by \$781,782 for next fiscal year, but the Sacramento County Department of Human Assistance increased the total CalWORKS allocation by \$1,653,617, resulting in a slight increase from 2013-14.

The Resource Allocation Plan was approved by Sacramento Works Inc. on May 28, 2014.

The proposed RAP chart and definitions are attached for your review.

RECOMMENDATION:

Concur with the Sacramento Works, Inc. Board to approve the Resource Allocation Plan for 2014-15

STAFF PRESENTER: Robin Purdy

Attachment 1
Recommended Resource Allocation Plan for FY 2014-2015
REVISED

Services, Activities, and Functions	Approved Allocation % for Fiscal Year 2013-2014	Proposed Allocation % for Fiscal Year 2014-2015	Approved WIA Adult and Dislocated Worker Funding 2013-2014	Proposed WIA Adult and Dislocated Worker Funding 2014-2015	Increase/Decrease from last year
Job Center Services: Costs associated with welcoming customers, providing orientation, registration and eligibility determination, skill review, initial/vocational assessments, career planning and coaching, counseling, referral to social services, information workshops, and labor market information. This activity also includes on-going casemanagement services provided by one-stop staff for customers enrolled in training activities and costs associated with providing employer services.	24.6%	24.5%	\$ 2,883,983	\$ 2,883,983	\$ 0
Training Services: Costs associated with customers enrolled in training, including Scholarships/Individual Training Accounts, Standard On-the-Job Training/Subsidized Employment (OJT/SE), customized training, Expanded Subsidized Employment (ESE), Sacramento Works Training Centers (Work Preparedness Training including Adult Basic Education (ABE), Vocational ESL, GED Preparation/High School Completion and Job Readiness Training and Functional Training including occupational skills training, OJT/SE), cohort occupational skills training, and entrepreneurial training.	61.6%	61.8%	\$ 7,233,274	\$ 7,290,099	\$ 56,825
Job Center Support: Program Monitoring, SacWorks support, Client tracking, reporting and follow-up.	6.7%	6.7%	\$ 786,562	\$ 786,562	\$ -
Administration: General Administration, Personnel, Payroll, Information Systems, Fiscal and Contracts staff.	5.6%	5.6%	\$ 655,469	\$ 655,469	\$ -
Board Initiatives: Funds are approved for Sacramento Works, Inc. Board initiatives, including employer outreach, labor market research, participating in regional workforce plans and initiatives.	1.5%	1.5%	\$ 174,792	\$ 174,792	\$ -
Total	100.00%	100.00%	\$ 11,734,080	\$ 11,790,905	\$ 56,825

ITEM IV-B – 2 – ACTION

APPROVAL OF FUNDING RECOMMENDATIONS AND FUNDING EXTENSIONS FOR WORKFORCE INVESTMENT ACT ADULT/DISLOCATED WORKER, DISLOCATED WORKER 25 PERCENT ADDITIONAL ASSISTANCE AND CALWORKS PROGRAMS

BACKGROUND:

SETA receives funding for the Workforce Investment Act on an annual basis from the California Employment Development Department and receives CalWORKs funding from the County of Sacramento, Department of Human Assistance to provide on-the-job-training/subsidized employment, adult basic education/GED Preparation, and expanded subsidized employment for recipients of CalWORKs. These funds are utilized in accordance with a Resource Allocation Plan that is approved by Sacramento Works, Inc. (SWI) and the SETA Governing Board. A portion of the funds are reserved at SETA to fund the Sacramento Works Job Centers and administrative and support staff and a portion is allocated out through a Request for Proposals process to community organizations, school districts, and training providers. The RFP process is conducted every five years. Contracts are negotiated and executed for a one year time frame and include language giving SETA the right to extend contracts for up to four additional years, based on program performance and availability of funding. The procurement for the Sacramento Works Training Centers (SWTCs) was conducted in 2013 and the procurement process for the On-the-job training/Subsidized employment providers was conducted in 2011.

The purpose of this item is to request the SETA Governing Boards approval to extend contracts for the Sacramento Works Training Centers, and the On-the-Job Training/ Subsidized Employment Providers. In addition, staff is requesting approval to convert programs that provided successful vendor services in the last year from vendorized agreements to Training Center and OJT/SE subgrant agreements.

SETA's WIA allocation for 2014-2015 was reduced by \$781,782. The reduction has been offset by the elimination of one-time only allocations to Training Centers to conduct follow-up on participants in the Gold Standard Evaluation and by an anticipated increase in the CalWORKs funds received from DHA. SETA has not yet received the final allocation for the Fiscal Year 2014-2015 CalWORKs OJT/SE programs. In June, DHA will be presenting a super resolution requesting extension of its current OJT/SE, ABE/GED Prep, VESL, and ESE contract with SETA to the Board of Supervisors for approval.

The attached extension recommendations for the SWTCs are based on the following availability of WIA Adult/DW funds, and the estimated availability of CalWORKs funds:

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WIA Adult -	\$ 2,052,744
WIA DW -	\$ 271,595
CalWORKs -	<u>\$ 729,677</u>
TOTAL -	\$ 3,054,016

The attached extension recommendations for the OJT/SE and ESE activity are based on the following availability of WIA Adult/DW and 25 Percent funds, the estimated availability of CalWORKs funds, and current provider performance. If additional CalWORKs funds are received from DHA, staff will return to the SETA Governing Board in August or September with a recommendation for allocating the additional funds. The amounts currently included in the recommendation are:

WIA Adult -	\$1,685,845
WIA DW/25% -	\$ 474,667
CalWORKs -	<u>\$1,850,981</u>
TOTAL -	\$4,011,493

Sacramento Works Training Center Extension Recommendations -

On June 30, 2013, the SETA Governing Board approved funding for eight Sacramento Works Training Centers (SWTCs) to support a transition from the universal access model of the one-stop career center system to a model that focuses on work preparedness and attainment of industry recognized certificates, credentials, or degrees needed for specific occupations, or occupational groups in Critical Occupational Clusters. The eight SWTCs are geographically distributed throughout the County and work with five Sacramento Works Job Centers (SWJC) to prepare low-skilled job seekers with the work preparedness and occupational skills necessary for “middle skills” jobs and career pathways. Training offered through SWTCs includes a combination of Work Preparedness Training and Occupational Skills Training.

Work Preparedness Training includes:

- Vocational English as a Second Language (VESL)
- Adult Basic Education (ABE), General Education Diploma (GED) Preparation/High School Completion Services
- Job Readiness training, which focuses on occupational clusters approved by the SWI—Job Readiness training includes services that teach skills needed to be successful in the workplace rather than skills needed to get into the workplace.

STAFF PRESENTER: Robin Purdy

Occupational Skills Training includes:

- Occupational Skills Sector Initiatives (OSSI) in critical occupational clusters
- On-the-Job Training/Subsidized Employment (OJT/SE)
- Customized training conducted with a commitment by an employer or group of employers to employ, an individual upon successful completion of the training.

In the last year the system has provided services to over 34,000 job seekers, provided intensive and training services to over 3,900 customers in need of training and met or exceeded all performance measures. The transition was not an easy one. Implementation of the CalWORKs Adult Basic Education program was slow as SETA and DHA staff worked to develop a referral system that identified CalWORKs recipients and referred them to ABE/GED providers. The GED High School Diploma testing process changed mid-year to an on-line test, requiring providers to update their curriculum and requiring students to complete additional tests. The Bureau of Private Post-Secondary Education took up to nine months to approve courses, requiring some providers to hold off enrolling customers, and start-up for some of the Training Centers took longer than anticipated.

These challenges slowed the progress of the transition in the first two quarters of the year, but by the beginning of the third quarter, Training Center's were enrolling customers into training activities. In this extension recommendation staff has worked with providers to eliminate activities that were not successful and augment activities that successfully enrolled customers.

Last year, the Governing Board approved a recommendation that Folsom Cordova Unified School District (FCUSD) and Folsom Cordova Community Partnership (FCCP), agencies that proposed together to form a Training Center in Rancho Cordova, be funded as vendors. These two organizations submitted a SWTC proposal as a joint venture. Proposed activities included VESL, ABE/GED Prep, High Completion Services, OSSI, and OJT. Staff did not recommend funding the joint venture as a SWTC due to a lack of integration of services required to qualify as a Training Center. Since July 1, 2013, FCCP has successfully provided Job Readiness and Retention services to all customers enrolled in FCUSD's ABE/GED Prep and High School Completion courses, as well as various occupational courses offered within the district. In addition, FCCP staff have co-located at FCUSD this year with full integration of program staff intended by July 1, 2014. As a result, staff is recommending funding the FCCP and FCUSD joint venture as a SWTC for PY 2014-15 to provide VESL,

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ABE/GED Prep and High School Completion, and OSSI to residents of the eastern region of the county. By funding the FCCP and FCUSD joint venture as a SWTC, services will be provided to customers in a more seamless and streamlined manner, all available at one location.

SETA staff have monitored and evaluated SWTCs on overall past program performance and their ability to meet contractual performance levels. The formal review/evaluation of SWTC providers was recently completed for services provided through March 31, 2014. This evaluation indicated that the Sacramento Works Training Center system had served 1,358 customers in training activities, or 80% of the third quarter goal of 1,697). Third quarter reports show that 485 customers had completed training and 83% (402) entered employment at an average wage of \$10.90. Evaluation criteria reviewed for performance included, but was not limited to:

- Achievement of planned performance goals (enrollment, training completion, entered employment, and average wage at placement)
- Ability to enroll and serve target populations
- Achievement of Adult and Dislocated Worker Common Measures
- Documentation of services and client progress towards goal attainment in the SacramentoWorks case management system
- Ability to implement all required program elements and adhere to policies and program guidelines

Although significant strides have been made by the providers over the last five months to meet performance obligations, currently, most have struggled to meet minimum contractual levels. This is partially attributable to an overall delay in the new training system start-up, delays in course approvals, delays in the hiring of qualified instructors, issues and challenges with referrals from DHA, as well as a significant change to the GED series both in the curriculum and the testing requirements. Staff feels confident that as more momentum is gained in referrals and enrollments that numbers will continue to improve. If approved, SWTC funding will be subject to satisfactory year-end program performance reviews. Staff will review SWTC year-end performance in August 2014. Those SWTCs that do not meet year-end performance goals may be subject to the deobligation of funds.

The Sacramento Works Job and Training Center system has provided over 34,000 customers with core/universal job center services. The funded SWTCs have served 9,939 customers with leveraged core/universal services in this program year including,

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initial assessments, job readiness workshops, access to computers, career exploration, computer literacy, financial aid, citizenship-naturalization counseling, employer outreach and orientations, and life skills services.

Staff funding recommendations for SWTCs for PY 2014-15 are attached.

OJT/SE Extension Recommendations:

On June 2, 2011 the SETA Governing Board approved funding six organizations to provide On-the-Job Training/Subsidized Employment (OJT/SE) services to individuals eligible for WIA, Title I, and the CalWORKs program. These contracts were approved for extension in 2012 and 2013 and qualify for one additional extension, based on performance. The OJT/SE activity is intended to engage prospective employers in providing appropriate and meaningful training opportunities to low income individuals, dislocated workers, and eligible CalWORKs recipients. It is designed to place customers into full-time jobs in high skill, high growth occupations. OJT/SE is a “hire first” activity that provides up to 100% reimbursement of the wages paid by an employer to an employee during the training period. The percentage of the wage reimbursement and the length of training are based on the occupation, the elements of training, the experience and work readiness of the trainee, the difficulty of the job, and the employer size.

The six OJT providers are:

Asian Resources, Inc.
Bach Viet Association, Inc.
Folsom Cordova Community Partnership
La Familia Counseling Center
Lao Family Community Development, Inc.
North State Building Industry Foundation

On May 8, 2014 the Sacramento Works, Inc. board reviewed and approved the Workforce Investment Act Sacramento Works Jobs Center Services and Functions Resource Allocation Plan (RAP) for 2014-15. Based on the successful outcomes from the OJT/SE activity, the 2014-15 RAP allocates WIA funds to continue to support the activity. In addition to allocating WIA funds, staff recommends including funding from the Sacramento County Department of Human Assistance (DHA) to support OJT/SE services to eligible CalWORKs recipients, as well as allocate WIA Dislocated Worker 25 Percent Additional Assistance Funds to providers to develop OJT opportunities for dislocated workers affected by qualifying mass layoff events, and veterans.

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SETA staff routinely monitors and evaluates WIA funded program services and providers on overall past program performance and their ability to meet contractual performance standards. The formal review/evaluation of OJT providers was recently completed for services provided through March 31, 2014. At the time of the evaluation, all On-the-job training providers were meeting contract obligations. Evaluation criteria reviewed for performance included, but was not limited to:

- Achievement of planned performance goals (enrollment, training completion, entered employment, and average wage at placement)
- Ability to enroll and serve target populations
- Achievement of Adult and Dislocated Worker Common Measures
- Documentation of services and client progress towards goal attainment in the SacramentoWorks case management system
- Ability to implement all required program elements and adhere to policies and program guidelines

OJT/SE subgrant agreements permit SETA the sole option to extend agreements for additional terms, up to a total of four additional years. Staff is seeking approval to extend the six OJT/SE subgrant agreements for an additional year and recommends funding levels as reflected in the attached funding extension recommendations chart. If approved, funding will be subject to satisfactory year-end program performance reviews. OJT/SE providers that do not meet year-end performance goals may be subject to the deobligation of funds. Staff will review OJT/SE provider year-end performance in August 2014.

Expanded Subsidized Employment (ESE) Extension Recommendations –

On January 28, 2014 the Sacramento County Board of Supervisors approved a recommendation by Sacramento County Department of Human Assistance (DHA) to amend and augment SETA's On-the-Job Training/Subsidized Employment (OJT/SE) contract by \$1,653,617 to add 180 customized employment/ESE slots in-demand occupations including health care, construction, and information technology. The program design allows for a combination of customized classroom training and on-the-job subsidized employment to ensure that individuals receiving public assistance obtain specific skills and experience relevant to unsubsidized employment in a particular field.

The customized training providers utilized for the ESE grant have been selected from the California Eligible Training Provider List (ETPL) and have been paid on a tuition reimbursement basis. The Health Care training providers (Center for Employment

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Training (CET), Elk Grove Unified School District, and Sacramento City Unified School Districts) prepare participants for positions such as medical and nursing assistant, and pharmacy and surgical technician. The construction apprenticeships, conducted in partnership with Northern California Construction Training (NCCT), American River College's STRIPE Pre-apprenticeship, Folsom-Cordova Unified School District, and the Greater Sacramento Urban League, provide participants with opportunities to work on the Entertainment and Sports Center, Sacramento's downtown redevelopment, and local school infrastructure projects. The Information and Technology customized training courses in partnership with the Greater Sacramento Urban League and Folsom-Cordova Unified School District prepare participants for entry level administrative assistant positions with local employers. All individuals are provided with subsidized employment opportunities in fields of study upon completion of coursework.

For PY 2014-15, staff is recommending continuing to utilize the California Eligible Training Provider List (ETPL) to access the customized training providers for this grant. In addition, staff is recommending augmenting funds for the following Training Center and OJT providers to provide intensive job retention and job development services, and OJT contract development, including the payment of wage subsidies:

- FCCP
- Greater Sacramento Urban League (GSUL)
- North State Building Industry Foundation (NSBIF)

RECOMMENDATION:

Sacramento Works Training Centers (SWTCs) Extensions -

Approve funding recommendations in the amount of \$3,054,016 for the Workforce Investment Act Adult/Dislocated Worker SWTCs as listed on the attached charts with the following stipulation:

- The provision of Work Preparedness and Functional Training services is contingent upon required course and State ETPL approvals, as well as the required credentialing of staff.

On-the-job Training/Subsidized Employment (OJT/SE) Extensions -

Approve the OJT/SE staff funding extension recommendations in the amount of \$4,011,493 for PY 2014-15 as reflected in the attached chart with the following stipulations:

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- Provider operating costs must not exceed 40% of participant wages.
- PY 2014-15 funding will be subject to satisfactory year-end program performance. OJT providers that do not meet year-end performance goals and benchmarks may face a reduction in funding.

Expanded Subsidized Employment (ESE) Extension -

Approve augmenting CalWORKs ESE funds to existing WIA/CalWORKs funded Training Center and OJT providers in the chart below and approve the use of the State's ETPL for customized training providers:

Agency	Activity/Service	Amount	# of Participants
FCCP*	Job Retention and OJT	\$102,600	30
GSUL	Job Retention and Development	\$76,550	50
NSBIF*	Job Retention and OJT	\$30,870	10

*Allocations for wages for OJTs included in OJT funding chart (FCCP - \$126,390 and NSBIF - \$27,000)

STAFF PRESENTER: Robin Purdy

WIA/CalWORKs Funding Recommendation 2014-15

Name	CURRENT SWTC PY 2013-14		Recommended PY 2014-15		Activities
	Funding	# served	Funding	# served	
Center for Employment Training	\$374,800	60	\$374,800	60	OSSI integrated with VESL; ABE/GED
Sac City Unified School District	816,700	500	842,600	499	OSSI; VESL; ABE/GED;
Asian Resources, Inc.	365,260	220	135,450	126	ABE/GED; OJT*
Elk Grove Unified School District	369,447	120	369,447	120	OSSI; VESL; ABE/GED
Greater Sacramento Urban League	416,580	105	449,520	120	GED; OSSI
California Human Development	279,800	145	235,140	90	JR; OSSI; VESL; ABE/GED
Crossroads Diversified Services, Inc.	256,608	261	252,758	244	JR; ABE/GED; OJT
La Familia Counseling Center, Inc.	223,791	71	151,341	61	ABE/GED; OJT*
Folsom Cordova Unified School District & Folsom Cordova Community Partnership	\$122,300	50	\$242,960	100	VESL; ABE/GED; OSSI
Total - Sacramento Works Training Centers	\$3,225,286	1,532	\$3,054,016	1,420	

*SWTC OJT allocations for ARI and La Familia reflected in OJT funding recommendations on next chart: ARI \$150,260 to serve 20; La Familia \$72,450 to serve 10

WIA/CalWORKs Funding Recommendation 2014-15

Recommended OJT Extensions	WIA Adult/CWs # Served	DW/NEG # Served	Recommended Funding PY 14-15	WIA Adult/CWs # Served	DW/25% # Served	Total Served
Asian Resources, Inc.	81	0	\$758,816	101		101
Folsom Cordova Community*	80	10	738,821	110		110
Bach Viet	110	0	759,188	110		110
La Familia	77	0	618,131	87		87
Lao Family Community Development	70	0	548,041	70		70
North State Building Industry Foundation*	10	97	588,496	25	82	107
Total OJT Extension	428	107	\$4,011,493	503	82	585
Total 2013-14 OJT Allocation	\$ 3,705,925					

* FCCP and NSBIF allocations include wages for customer enrolled in the ESE program (FCCP - \$126,390 and NSBIF - \$27,000)

	Current Year Funding 2013-14	Recommended Funding 2014-15
Total Vendorized Services	\$439,200	\$0
Total Allocation for Gold Standard	\$360,000	\$0

GRAND TOTAL	\$ 7,730,411	\$ 7,065,509
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ITEM IV-B – 3 - ACTION

CONCURRENCE OF FUNDING EXTENSION RECOMMENDATIONS FOR
THE WORKFORCE INVESTMENT ACT (WIA), TITLE I, YOUTH PROGRAM,
FOR PROGRAM YEAR 2014-2015

BACKGROUND:

The Sacramento Works for Youth WIA program is designed to prepare youth to be successful in the local workforce. The Sacramento Works Youth Council's strategic goal is to:

“Prepare youth to thrive and succeed in the regional workforce by providing relevant work readiness and employment programs and engage regional employers and academia”.

The Sacramento WIA youth funds are allocated in three categories: Universal Services, and Individualized Services for In-School Youth and Out-of-School Youth.

Universal Services:

Historically, the Universal Youth Services have been delivered via Universal Youth Specialists stationed at the Sacramento Works Centers. The services, without regard to eligibility, focus on providing youth with a variety of “youth” friendly services at the job and training centers. The Youth Specialists are liaisons between the Sacramento Works Centers, neighborhood resources, academic institutions and the WIA youth services providing outreach and recruitment services, “universal” employment services and information sessions geared to the needs of local youth. Youth Advocates, who are former youth program participants, are assigned to provide assistance to the Youth Specialists. The position of the Youth Advocate is viewed as a career pathway.

Individualized Services:

The In-school and Out-of-School Sacramento Works Youth WIA programs incorporate the following **required WIA Program Elements:**

Improving Academic Achievement

Secondary school completion & drop-out prevention strategies (In-School Youth)

Alternative secondary school services (Out-of-School Youth)

Preparing for & Succeeding in Employment

Occupational skills training

Work Experience / On-the-Job Training directly linked to academic and occupational learning

STAFF PRESENTER: Christine Welsch

Supporting Youth Development

Leadership development opportunities

Supportive services

Adult mentoring

Comprehensive guidance & counseling including alcohol and drug abuse

Follow-up services for one year.

The strategies and principles guiding the Sacramento Works Youth program include:

- Asset-based - Youth Development approach
- Focus on employability skills to attain and retain employment and academic achievement
- Services to high-risk populations, including youth at risk of or involved in the criminal justice systems and current and emancipating foster youth;
- Youth-related Green strategies
- Career Pathways and/or Service Learning
- Integration of WIA youth program elements in the Sacramento Works service delivery system.

Evaluation Process

SETA staff routinely monitors and evaluates the WIA Youth program services and performance and provides technical assistance in service delivery, case management and documentation. The current WIA program year ends June 30, 2014 and annual performance reports will be completed and ready for review in late fall 2014.

Areas that are reviewed and addressed include:

- Demonstrated ability to attain WIA Common Measures, enrollment, training completion and placement goals. The performance measures for program years 2013 and 2014 are outlined below:
 - ⇒ **Placement in Employment or Education 72% (2013) 64.3% (2014)**
Defined as: *Employment, military service, enrolled in post-secondary education and/or advanced training or occupational skills training.*
 - ⇒ **Attainment of Degree Or Certificate - 60% (2013) 60.5% (2014)**
Defined as: *Attaining a diploma, GED or certificate*
 - ⇒ **Literacy Or Numeracy Gains – 55% (2013) 54% (2014)**
Defined as: *Advancing one or more Adult Basic Education (ABE) or English as a Second Language (ESL) functioning levels.*
- SacramentoWorks case management system documentation of services and progress toward goal attainment

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- Understanding and adhering to the Youth Council's program design and performance requirements
- Ensuring that targeted challenged communities are served
- Commitment to youth development and a collaborative service delivery
- Staffing infrastructure – ensuring that funded agencies have an adequate staff to participant ratio
- Ability to implement all required program elements.

Initial reports from the Employment Development Department indicate that SETA has exceeded the Youth Common Measures in 2013-2014. While the economy has improved and youth programs have improved in their ability to assist youth in attaining degrees and employment, there is continued concern about meeting performance goals due to the economy and the high-risk target group served in the WIA Youth program. Performance issues include:

- Consistent documentation of case management has been a challenge for several programs.
- Non-documentation of services (also known as 90 day gap) in the electronic system results in a negative exit and negative performance outcomes. Although a provider may continue providing services to the youth to meet a successful outcome, if the services are not documented in SacWorks, it could result in a negative outcome in the state and federal reporting systems.

Corrective Action results: The California Indian Manpower Consortium (CIMC) was placed on corrective action in 2012 and 2013 for not meeting enrollment goal, 90 day gap in service and inadequate documentation of services. SETA staff continued to provide technical assistance throughout the 2013-2014 program year. However, a recent 100% file review indicates that these issues have persisted and it is expected that the program will not meet performance goals again this year. Therefore, staff is recommending no WIA youth funding for additional youth in the next program year. Staff is recommending funding CIMC for \$20,000 to phase out services by September 30, 2014.

On May 21, 2014, the Sacramento Works Youth Council reviewed the annual WIA Youth program performance and approved the extension recommendations. On May 28, 2014, the Sacramento Works, Inc. approved the attached funding extension recommendations.

STAFF PRESENTER: Christine Welsch

Recommendations based on available funding and changes in the landscape

SETA has been notified that the 2014-2015 WIA youth allocation will be reduced by \$135,352. Based on this reduced allocation, the attached recommendation is based on the estimate of available funds and current performance.

Individualized services	\$2,185,478
Universal Services	522,650
Youth Council Initiatives	<u>45,000</u>
Total	\$2,753,128

Universal Services and Youth Advocates: The 2013 transition to the Sacramento Works Job and Training Center system resulted in fewer youth visiting the training centers. Therefore, staff recommends funding for:

- Youth Specialists and Youth Advocates at the Sacramento Works Job Centers and
- Youth Specialists at the Sacramento Works Training Centers.

Over the next year, staff will continue to review the customer flow at the training centers to determine continuing the Youth Specialist position at the training centers.

Individualized Services: The attached chart reflects the funding recommendations to provide in-school and out-of-school WIA youth services.

Career Pathways: Over the past year, SETA/Sacramento Works has been expanding the partnership with the K-12 career pathway programs. SETA/Sacramento Works partnered with Elk Grove Unified School District, Sacramento City Unified School District and the CRANE Consortium in their applications for the California Career Pathway Trust (CCPT) funding. The CCPT funding decisions will be released in late May 2014. In leveraging the WIA funding, staff is recommending three providers focus a portion of their funding on career pathway youth enrolled in the Elk Grove Unified, Sacramento City Unified and Folsom Cordova Unified School District's career pathway programs. These providers, the City of Sacramento, Sacramento Chinese Community Services Center and Soil Born Farms, along with SETA staff, will collaborate with school district staff as members of the districts' career pathway partnership team. The intention is to add more WIA youth providers to this partnership over the next few years.

Youth Council Initiatives:

Outreach to the Community and other Youth Council Initiatives

The Youth Council is reserving \$45,000 for other Youth Council Initiatives including: sponsoring job fairs, community outreach, community college support of Sacramento

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Works for Youth initiative, supporting youth workforce readiness events and youth leadership training. Staff is recommending that \$10,000 of the Youth Council Initiatives be allocated to support the CareerGPS.com career exploration event sponsored by NextEd.

RECOMMENDATION:

Approve the Youth Council's funding extension recommendation for the WIA, Title I, Youth Program, PY 2014-2015 with the program year beginning July 1, 2014.

Approve with the stipulation that all funding recommendations are subject to satisfactory year-end program performance reviews. Subgrantees that do not meet performance goals and benchmarks will be evaluated in fall 2014 and may face deobligation of funds.

STAFF PRESENTER: Christine Welsch

WIA YOUTH FUNDING RECOMMENDATIONS 2014-2015

Universal Services		Sacramento Works	
Provider	# Served	Job or Training Center	Amount
Asian Resources, Inc.	400	Asian Resources Training Center	\$61,000
Crossroads Diversified Services, Inc.	400	Crossroads Training Center (Citrus Heights)	61,000
Crossroads Diversified Services, Inc.	440	Rancho Job Center**	71,000
Elk Grove Unified School District	400	Elk Grove Training Center - Gerber Road	61,000
Greater Sacramento Urban League	400	Urban League Training Center	61,000
La Familia Counseling Center, Inc.	400	LaFamilia Training Center	61,000
Sacramento Chinese Community Service Center, Inc.	440	Franklin & Hillsdale Job Centers	85,650
Sacramento City Unified School District	400	SCUSD Training Center - Lemon Hill	61,000
Total	3,280		\$522,650

* Includes for Youth Advocates at Franklin & Hillsdale SWJC

** Includes for Youth Advocate at Rancho SWJC

WIA YOUTH FUNDING EXTENSION RECOMMENDATIONS - Program Year 2014-2015

OUT OF SCHOOL YOUTH	2013 Allocation		2014 Recommendation			
Provider Name	Amount	#served	Cost per	Amount	# served	Area/Location
Asian Resources, Inc.	\$ 245,728	56	\$ 4,388	\$ 245,728	56	Citrus Heights, Central & South Sacramento
California Indian Manpower Consortium, Inc.	101,100	20	5,055	20,000	0*	Sacramento County
Elk Grove Unified School District	190,000	50	3,800	190,000	50	Elk Grove & South Sacramento
La Familia Counseling Center, Inc.	293,940	60	4,899	293,940	60	South & Central Sacramento
North State Building Industry Foundation	160,380	35	4,582	160,380	35	All county - focused on north
Sacramento City Unified School District	150,800	40	3,770	150,800	40	South and East Sacramento
Vendorized Services - Secondary school completion (GED prep, ABE, etc) counseling, mentoring, etc.	12,500		Group Hourly rate	12,500	n/a	Sacramento County
WAGES for youth in Sacramento Works high risk youth & career pathway programs	\$ 100,000	25		125,000	25	Sacramento County
Subtotal - Out-of-School	\$ 1,254,448	261	4,416	\$ 1,198,348	241	
IN SCHOOL YOUTH	2013 Allocation		2014 Recommendation			Area/Location
Provider Name			Cost per	Amount	# served	
City of Sacramento – Dept. of Parks & Rec.	\$ 228,000	60	\$ 3,800	\$ 228,000	60	City of Sacramento
Sacramento Chinese Community Service Center	362,880	80	4,536	362,880	80	North & South Sacramento
Crossroads Diversified Services, Inc.	194,250	50	3,885	194,250	50	Rancho Cordova & Citrus Heights
Soil Born Farms Urban Agriculture Project	85,000	20	4,300	64,500	15	Rancho/Rosemont, Florin-Perkins
Vendorized Services - Secondary school completion (GED prep, ABE, etc) counseling, mentoring, etc.			Group Hourly rate	12,500	n/a	Sacramento County
WAGES for youth in SacWorks HS to College/Career Pathways & high risk youth programs	\$ 100,000	25		125,000	30	Sacramento County
Subtotal - In School	\$ 970,130	235	\$ 4,130.25	\$ 987,130	235	

Universal Services	\$522,650
Out-of-School Services	1,198,348
In-School Services	987,130
Youth Council Initiatives	45,000
Grand Total	\$2,753,128

* Funding to 9/30/2014 for program closeout

ITEM V-A - INFORMATION

UPDATE ON IMPLEMENTATION OF WORKFORCE INVESTMENT ACT ELIGIBLE TRAINING PROVIDER LIST POLICY DIRECTIVE

BACKGROUND:

Effective May 5, 2014, the Sacramento Works, Inc. Local Training Provider List (LTPL) has been updated to comply with the Workforce Investment Act Eligible Training Provider List Policy and Procedures Directive (WSD13-10, http://www.edd.ca.gov/Jobs_and_Training/pubs/wsd13-10.pdf) issued in April 2014 by the Employment Development Department (EDD) and the California Workforce Investment Board (State Board). The new policy and procedures revise the operation of the ETPL by incorporating performance criteria to more clearly identify quality training programs and the desired outcomes for WIA clients enrolled in these programs. The directive also requires that public and private schools and institutions enter their training programs on the new CalJOBS system. The new performance criteria requires:

- Programs for public sector schools and institutions (e.g., community college, school districts, apprenticeships) must now reflect a 70% completion rate in order to qualify to enroll WIA customers. (Evaluation of completion rates has been postponed for one year)
- All private postsecondary institutions who wish to enroll WIA customers must meet the new performance standard of 70% placement (entered employment) rate. (Evaluation of entered employment rate has been implemented this year)

SETA staff have been assisting all current training providers in the Sacramento region to enter their training programs into the new CalJOBS system, have been checking the Bureau for Private Post-Secondary Education (BPPE) website for performance data on each private postsecondary provider, and have approved courses for providers that meet the new criteria. Many of the public and private schools and institutions are still in process of updating their programs in CalJOBS. Those programs that are not yet entered (or are missing required elements) are reflected by a "hold" on the LTPL. Currently, of the potential 400 training programs listed on the LTPL only approximately 140 (35%) are available for referral.

Of the 68 LTPL providers on the list, prior to the performance measures directive, we lost 14 due to insufficient performance across all programs offered (6 of which resulted in contract termination) with a potential of losing 8 additional providers (if performance cannot be established). If a provider has insufficient performance for a given program they can re-apply for inclusion on the ETPL/LTPL, to offer training to WIA customers, if they are able to show that the program now meets the minimum performance standard. We have included a current list of LTPL providers.

ITEM V-A - INFORMATION (continued)

Page 2

The result of the implementation of the new policy is that the local list of available training programs has been reduced by approximately 40% (665 to 400). Of the courses that remain on the list approximately 50% are programs offered by Community Colleges. Approximately 35% of training programs are offered by Private Post-Secondary Schools. The remaining approximately 15% are offered by California Department of Education Adult Education providers and Apprenticeship programs.

Staff is working closely with Training Providers and the Sacramento Works Job Centers to lessen the impact of the changes on the AJCC customers seeking training.

Anticipated problems that have been identified include;

- Delays in the enrollment process for customers selecting Training Providers who have been placed on hold.
- Increased reliance on Community College courses, which may result in increasing the time spent in training to two years and limiting enrollments to a traditional school year or semester model.
- Increased need for case management and employment placement assistance from the staff at the Sacramento Works Job Centers.
- Reduction in the number of Training Providers who have specialized in providing skills training to high risk customers.

The revised local Training Provider list can be found on SETA's website at:

<http://www.seta.net/pdfs/etpl.pdf>

STAFF PRESENTER:

Sacramento Works, Inc. Local Training Provider List (LTPL)

Provider Name	Address	City	ZIP
American River College	4700 College Oak Drive	Sacramento	95841
Anthem College	9738 Lincoln Village Drive	Sacramento	95827
Asher College	1215 Howe Avenue, Suite 101	Sacramento	95825
Bryan College	2317 Gold Meadow Way	Gold River	95670
CA Barbering & Cosmetology Apprenticeship Learning Ctr.	6130 Freeport Blvd., #102	Sacramento	95822
California Employers Association	1451 River Park Drive #121	Sacramento	95815
California Human Development Corp. (CHDC)	150 Camellia Way	Galt	95632
Center for Employment Training	8376 Fruitridge Road	Sacramento	95828
Citrus Heights Beauty College	7518 Baird Way	Citrus Heights	95610
Commercial Drivers Learning Center	1787 Tribute Road, Suite L	Sacramento	95815
Cosumnes River College	8401 Center Parkway	Sacramento	95823
Curam College of Nursing	6520 44th Street, Suite 312	Sacramento	95823
Elk Grove Adult & Community Education	8401-A Gerber Road	Sacramento	95828
Fair Oaks Massage Institute	9833 Fair Oaks Blvd, Suite C-1	Fair Oaks	95628
Folsom Cordova Adult School	10850 Gadsten Way	Rancho Cordova	95670
Folsom Lake College	10 College Parkway	Folsom	95630
Galt Adult School	150 Camellia Way	Galt	95632
Greater Sacramento Urban League	3725 Marysville Blvd.	Sacramento	95838
Hoss Lee Academy Inc.	200 Whyte Avenue	Roseville	95661
Intercoast Colleges - Elk Grove	9355 East Stockton Blvd. Ste. 100	Elk Grove	95624
Intercoast Colleges - Roseville	1200 Melody Lane, Suite 100	Roseville	95878
Kaplan College	4330 Watt Avenue, Suite 400	Sacramento	95821
Medical Career College of Northern California	7475 Kanai Avenue	Citrus Heights	95621
MTI College	5221 Madison Avenue	Sacramento	95841
National Holistic Institute	1610 Arden Way, Suite 110	Sacramento	95815
New Horizons CLC of Sacramento	1750 Creekside Oaks Dr, Ste. 150	Sacramento	95833
Northern California Teamsters Apprenticeship	14738 Cantova Way	Rancho Murieta	95683
OSC Computer Training – Citrus Heights	7011 Sylvan Road, Suite A	Citrus Heights	95610
OSC Computer Training - Sacramento	9700 Business Park Dr, Suite 206	Sacramento	95827
Rudolf Steiner College	9200 Fair Oaks Blvd.	Sacramento	95628
Sacramento Area Electrical Training Center	2836 El Centro Road	Sacramento	95833
Sacramento City College	3835 Freeport Blvd.	Sacramento	95822
Sac City USD-Charles A. Jones Skills & Business Ed Ctr.	5451 Lemon Hill Avenue	Sacramento	95824
Sacramento State-College of Continuing Education	3000 State University Drive East	Sacramento	95819
Sacramento Ultrasound Institute	2233 Watt Avenue, Suite 150	Sacramento	95825
San Joaquin Valley College	11050 Olson Drive, Suite 110	Rancho Cordova	95670
San Juan Adult School - Sunrise	7322 Sunrise Blvd.	Citrus Heights	95610
Stride Center, The	4207 Norwood Avenue	Sacramento	95838
Universal Technical Institute of Northern California, Inc.	4100 Duckhorn Drive	Sacramento	95834
Western Electrical Contractors Association (WECA)	3695 Bleckely Street	Sacramento	95827
Western Pacific Truck School	8720 Fruitridge Road	Sacramento	95826
Western Pacific Truck School - Stockton	1002 N Broadway	Stockton	95205
Western Truck School	4519 West Capitol Avenue	W. Sacramento	95691

ITEM V-B - INFORMATION

UPDATE ON CREATING A WORKFORCE PIPELINE FOR THE SACRAMENTO DOWNTOWN ENTERTAINMENT AND SPORTS COMPLEX

BACKGROUND:

The Sacramento Kings, in consultation with Turner Construction, the Sacramento-Sierra Building Trades Council ("Council"), Sacramento Employment and Training Agency ("SETA"), and a diverse coalition of community organizations (the Community Workforce Pipeline) have developed a Priority Construction Apprenticeship Hiring Program to promote participation of Priority Workers in joint labor-management sponsored construction apprenticeships related to the construction of the Sacramento Downtown Entertainment and Sports Center (ESC), which was approved by the Sacramento City Council on May 20, 2014. Demolition work is scheduled to begin in summer of 2014.

The Sacramento Works Job Centers (Franklin and Hillisdale) and Sacramento Works Training Centers operated by the Greater Sacramento Urban League, Center for Employment Training, La Familia Counseling Center and Asian Resources are conducting outreach, recruitment and screening of "Priority Workers" to enroll in pre-apprenticeship programs that will prepare them for upcoming construction jobs in the region.

Priority Workers are individuals who reside in the City of Sacramento and meet at least two of the following Priority Worker criteria: economically disadvantaged, receiving cash public assistance, receiving food stamps, emancipated from the foster care system, are homeless, have a criminal record or involvement with the criminal justice system and/or are veterans.

Since recruitment began, SETA/Sacramento Works has received 1,727 calls to the arena jobs hotline, contacted and assessed 650 applicants, and hosted orientations for 240 individuals interested in pre-apprenticeship and apprenticeship positions.

SETA has collaborated with pre-apprenticeship programs at the American River College STRIPE Project, Northern California Construction Training, and the Sacramento Job Corps. Currently the number of Priority Workers that have been enrolled in pre-apprenticeship programs is:

- ✓ Job Corps: 76
- ✓ Northern California Construction Training: 74
- ✓ American River College STRIPE program: 30

STAFF PRESENTER: William Walker

ITEM V-B – INFORMATION (continued)

Page 2

Three of the Priority Workers participating in pre-apprenticeship programs have already been hired to work on the project.

SETA will provide wage subsidies to employers who hire graduates of the pre-apprenticeship programs and assist in securing Work Opportunity Tax Credits and comparable incentives for employers.

The goal is that 20 Apprentices will be Priority Workers, recruited and trained by the Sacramento Works System and Community Partners; and an additional 50 Priority Apprentices shall either satisfy the Priority Worker criteria and/or reside in one of eleven economically disadvantaged areas. These Apprentices may be new entrants or existing participants in apprenticeship programs. SETA/Sacramento Works has qualified 15 Priority Apprentices to date.

In addition, SETA/Sacramento Works Executive Director Kathy Kossick was selected by the City of Sacramento and the Sacramento Kings to serve with other community leaders on the Sacramento First Community Advisory Council. This new leadership group will gauge whether the construction project meets certain goals on local hiring, sustainability and other community impact standards.

The Sacramento Regional Builders Exchange (SRBX) and Strategic Contract Solutions (SCS) were selected to be the Local Business Enterprise (LBE) and Small Business Enterprise (SBE) consultants to the Sacramento Kings and the Entertainment & Sports Center (ESC) team. In this position, SRBX/SCS will play a key role in accountability and compliance for 60% of biddable work from local construction firms and 20% of biddable work from small businesses.

STAFF PRESENTER: William Walker

ITEM V-C - INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

Attached for your information are copies of the latest fiscal monitoring reports.

Staff will be available to answer questions.

STAFF PRESENTER: Loretta Su

MEMORANDUM

TO: Stephanie Nguyen **DATE:** May 1, 2014
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Asian Resources, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA/TC/CW	GED	\$ 53,750	7/1/13-6/30/14	7/1/13-12/31/13
WIA/TC	VESL	\$ 53,750	7/1/13-6/30/14	7/1/13-12/31/13
WIA/TC/CW	ABE/GED	\$ 107,500	7/1/13-6/30/14	7/1/13-1/31/14
WIA/TC	DW/GED	\$ 21,500	7/1/13-6/30/14	7/1/13-12/31/13
WIA/TC	DW/VESL	\$ 21,500	7/1/13-6/30/14	7/1/13-12/31/13
WIA/TC	DW/GED	\$ 26,875	7/1/13-6/30/14	7/1/13-1/31/14
WIA/TC	AD/GED	\$ 32,250	7/1/13-6/30/14	7/1/13-12/31/13
WIA/TC	AD/VESL	\$ 32,250	7/1/13-6/30/14	7/1/13-12/31/13
WIA/TC	AD/GED	\$ 80,625	7/1/13-6/30/14	7/1/13-1/31/14
WIA	OOS/YOUTH	\$ 245,728	7/1/13-6/30/14	7/1/13-12/31/13
WIA	AD/OJT	\$ 83,900	7/1/13-6/30/14	7/1/13-12/31/13
WIA/TC/CW	OJT	\$ 66,360	7/1/13-6/30/14	7/1/13-12/31/13
WIA/TC	DW/25%	\$ 42,000	9/5/13-6/30/14	9/5/13-12/31/13
WIA/TC	AD carryover	\$ 45,000	7/1/13-6/30/14	7/1/13-12/31/13
WIA/TC	DW carryover	\$ 15,000	7/1/13-6/30/14	7/1/13-12/31/13
WIA	US	\$ 71,500	7/1/13-6/30/14	7/1/13-12/31/13
WIA /CW	OJT	\$ 306,967	7/1/13-6/30/14	7/1/13-12/31/13
WIA	AD/OJT	\$ 301,589	7/1/13-6/30/14	7/1/13-12/31/13
TA	VESL/ES	\$ 6,267	10/1/13-4/30/14	10/1/13-1/31/14
TA	ES	\$ 38,860	10/1/13-4/30/14	10/1/13-1/31/14
TAD	VESL/ES	\$ 4,414	9/30/13-4/30/14	9/30/13-1/31/14
RESS	VESL/ES	\$ 73,795	10/1/13-4/30/14	10/1/13-1/31/14

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: Mar 12 – 14, 2014

	<u>AREAS EXAMINED</u>	<u>SATISFACTORY</u>		<u>RECOMMENDATIONS</u>	
		<u>YES</u>	<u>NO</u>	<u>YES</u>	<u>NO</u>
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation	X			
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll	X			
8	OJT Contracts/Files/Payment	X			
9	Indirect Cost Allocation	X			
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records	X			

Fiscal Monitoring Findings

Program Operator: Asian Resources, Inc.

Findings and General Observations:

The total costs as reported to SETA for WIA, TA, and RESS have been traced to the subgrantee's fiscal records. The recorded expenditures were verified and appear to be in order and there are no adjustments required.

Recommendations for Corrective Action:

There are no findings for corrective action in this fiscal monitoring visit.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Stephanie Nguyen **DATE:** April 22, 2014
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Asian Resources, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	OSS/DW	\$ 143,242	7/1/12-6/30/13	11/1/12-6/30/13
WIA	OSS/ADULT	\$ 429,725	7/1/12-6/30/13	11/1/12-6/30/13
WIA	OJT	\$ 231,823	7/1/12-6/30/13	11/1/12-6/30/13
WIA/CW	OJT	\$ 376,732	7/1/12-6/30/13	11/1/12-6/30/13
WIA	US	\$ 71,500	7/1/12-6/30/13	11/1/12-6/30/13
WIA	OOS/YOUTH	\$ 307,160	7/1/12-6/30/13	11/1/12-6/30/13
WIA	OSS/25% DW	\$ 30,000	3/7/13-6/30/13	3/7/13-6/30/13
WIA	NEG/OJT	\$ 50,400	3/7/13-6/30/13	3/7/13-6/30/13
TA	VESL/ES	\$ 9,574	10/1/12-9/30/13	12/1/12-9/30/13
TA	ES	\$ 67,000	10/1/12-9/30/13	12/1/12-9/30/13
RESS	VESL/ES	\$ 75,025	10/1/12-9/30/13	12/1/12-9/30/13

Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final X
Date of review: Mar 10 – 12, 2014

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation	X			
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll	X			
8	OJT Contracts/Files/Payment	X			
9	Indirect Cost Allocation	X			
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution				
12	Equipment Records	X			

Fiscal Monitoring Findings

Program Operator: Asian Resources, Inc.

Findings and General Observations:

The total costs as reported to SETA for WIA, TA, and RESS have been traced to the subgrantee's fiscal records. The recorded expenditures were verified and appear to be in order and there are no adjustments required.

Recommendations for Corrective Action:

There are no findings for corrective action in this fiscal monitoring visit.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Melvin Demoff **DATE:** February 27, 2014

FROM: Mayxay Xiong, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Bach Viet Association, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	OJT – CalWorks	\$366,541	7/1/12-6/30/13	7/1/12-6/30/13
WIA	OJT – Adult	\$254,613	7/1/12-6/30/13	7/1/12-6/30/13
WIA	OJT – NEG (338)	\$50,400	3/7/13-6/30/13	3/7/13-6/30/13
WIA	OJT – Cal Works	\$447,995	7/1/13-6/30/14	7/1/13-10/31/13
WIA	OJT – Adult	\$311,193	7/1/13-6/30/14	7/1/13-10/31/13
RESS/TA	RESS – VESL/ES	\$101,297	10/1/12-9/30/13	10/1/12-9/30/13
RESS/TA	TA – VESL/ES	\$9,575	10/1/12-9/30/13	10/1/12-9/30/13
RESS/TA	TA – ES	\$67,000	10/1/12-9/30/13	10/1/12-9/30/13
RESS/TA	TAD – ES	\$9,211	10/1/12-9/30/13	10/1/12-9/30/13

Monitoring Purpose: Initial Follow-up Special Final

Date of review: 1/21-1/22/14

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation's	X			
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll	N/A			
8	OJT Contracts/Files/Payment	X			
9	Indirect Cost Allocation	N/A			
10	Adherence to Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	N/A			

Program Operator: Bach Viet Association, Inc.

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2012 to October 31, 2013 for the WIA OJT programs and from October 1, 2012 to September 30, 2013 for the Refugee programs have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) None

cc: Kathy Kossick
Governing Board

Program Operator: California Human Development, Corp.

Findings and General Observations:

- 1) The total costs as reported to SETA from July, 2013 to January 31, 2014 for the Sacramento Works Training Center programs have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) There are no findings for corrective action in this fiscal monitoring visit.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Lorenda Sanchez **DATE:** April 24, 2014
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of California Indian Manpower Consort.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	Out of School Youth	\$126,375	7/1/12-6/30/13	4/1/13-6/30/13
WIA	Out of School Youth	\$101,100	7/1/13-6/30/14	7/1/13-12/31/13

Monitoring Purpose: Initial Follow-up Special Final
 Date of review: 4/3-4/4/14

AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
	YES	NO	YES	NO
1 Accounting Systems/Records	X			
2 Internal Control	X			
3 Bank Reconciliation's	X			
4 Disbursement Control	X			
5 Staff Payroll/Files	X			
6 Fringe Benefits	X			
7 Participant Payroll	X			
8 OJT Contracts/Files/Payment	N/A			
9 Indirect Cost Allocation	X			
10 Adherence to Budget	X			
11 In-Kind Contribution	N/A			
12 Equipment Records	N/A			

Program Operator: California Indian Manpower Consortium

Findings and General Observations:

- 1) The total costs as reported to SETA from April 1, 2013 to December 31, 2013 for the Out of School Youth programs have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) There are no findings for corrective action in this fiscal monitoring visit.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. David DeLeonardis **DATE:** April 22, 2014
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of
 Crossroads Diversified Services, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	OSS – Adult	\$366,212	7/1/12-6/30/13	10/1/12-6/30/13
WIA	OSS – DW	\$122,071	7/1/12-6/30/13	10/1/12-6/30/13
WIA	US – Citrus Heights	\$71,500	7/1/12-6/30/13	10/1/12-6/30/13
WIA	US – Rancho Cordova	\$71,500	7/1/12-6/30/13	10/1/12-6/30/13
WIA	In-School Youth	\$194,250	7/1/12-6/30/13	10/1/12-6/30/13
WIA	DW – Adult 25%	\$30,000	3/7/13-6/30/13	3/7/13-6/30/13
WIA	US – Citrus Heights	\$71,500	7/1/13-6/30/14	7/1/13-12/31/13
WIA	US – Rancho Cordova	\$71,500	7/1/13-6/30/14	7/1/13-12/31/13
WIA	In-School Youth	\$194,250	7/1/13-6/30/14	7/1/13-12/31/13
WIA	SWTC	\$360,708	7/1/13-6/30/14	7/1/13-12/31/13

Monitoring Purpose: Initial Follow-up Special Final
Date of review: March 26-27, 2014

	AREAS EXAMINED	COMMENTS/RECOMMENDATIONS			
		SATISFACTORY		YES	NO
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation's	X			
4	Disbursement Control		X	X	
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll	X			
8	OJT Contracts/Files/Payment	X			
9	Indirect Cost Allocation	N/A			
10	Adherence to Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	N/A			

Program Operator: Crossroads Diversified Services, Inc.

Findings and General Observations:

- 1) We have reviewed the SWTC and WIA youth programs from October 1, 2012 to December 31, 2013. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appear to be in order.
- 2) The agency lacks proper internal controls regarding check disbursements. During the course of this review the following was noted:
 1. The Accounting Manager is the keeper of blank checks and the CEO's signature stamp.
 2. The Accounting Manager reviews and stamps all disbursements.
 3. There is no limit on the disbursement amount.
 4. No second signature is required for any disbursement amount.
 5. The check detail is not reviewed by the CFO or CEO in a timely manner.

Absence of oversight and separation of duties could result in the potential for fraud. This finding and observation is intended to strengthen the internal controls to avoid any issues in the future. It is important to note that no instance of fraud was noted or suspected during this review.

Recommendations for Corrective Action:

- 1) It is recommended that the agency create better oversight and a greater separation of duties between the review and approval of disbursements. It is also recommended that blank checks and the CEO's signature stamp be kept in separate locations in order to avoid the potential for fraud. Please submit a written corrective action plan detailing the policies and procedures the agency will implement to address the concerns noted above and strengthen internal controls regarding disbursements.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Karen Malkiewicz **DATE:** May 19, 2014

FROM: Mayxay Xiong, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of
EGUSD Adult & Community Education

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	Out-of-School Youth	\$190,000	7/1/13-6/30/14	7/1/13-3/31/14
WIA	Universal Services Youth	\$71,500	7/1/13-6/30/14	7/1/13-3/31/14
WIA	SWTC	\$370,800	7/1/13-6/30/14	7/1/13-3/31/14
WIA	25% DW Discretionary	\$75,000	7/1/13-6/30/14	7/1/13-3/31/14

Monitoring Purpose: Initial Follow-up Special Final

Date of review: 5/13/14

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation's		N/A		
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll	X			
8	OJT Contracts/Files/Payment		N/A		
9	Indirect Cost Allocation	X			
10	Adherence to Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

Program Operator: EGUSD Adult & Community Education

Findings and General Observations:

1. The total costs as reported to SETA from July 1, 2013 to March 31, 2014 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) There are no findings for corrective action in this fiscal monitoring visit.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Kendra Thao **DATE:** May 2, 2014
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Hmong Women's Heritage Assoc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	FSS	\$ 23,800	1/1/13-12/31/13	1/1/13-12/31/13
ORD	SA&CO	\$ 5,781	9/30/12-9/29/13	9/30/12-9/29/13

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: March 3, 2014

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation	X			
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll		N/A		
8	OJT Contracts/Files/Payment		N/A		
9	Cost Allocation	X			
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

Program Operator: Hmong Women's Heritage Association

Findings and General Observations:

The total costs as reported to SETA for CSBG – Family Self Sufficiency and ORD – SA&CO have been traced to the subgrantee's fiscal records. The recorded expenditures were verified and appear to be in order and there are no adjustments required.

Recommendations for Corrective Action:

There are no findings for corrective action in this fiscal monitoring visit.

cc: Kathy Kossick
Governing Board

ITEM V-D - INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

Staff at Sacramento Works Training Centers and internal Employer Services staff work with local employers to recruit qualified employees. Attached is a listing of employers recently assisted.

Mr. William Walker will be available to answer questions.

STAFF PRESENTER: William Walker

Employer Activity Report
July 1, 2013 -May 19, 2014

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
AAA Northern Ca Nevada & Utah	1	Tow Truck Driver	10
Above All Consulting, Inc.	1	Administrative Assistant	1
Aceit! Tutoring Powered by Sylvan Learning	1	Math & Language Arts Teachers	10
Act On Software	1	Customer Success Representative	20
	1	Sales Development Representative	10
ADT Security	1	High Volume Residential Installer	2
	1	Small Business Security System Installer	2
Advanced Call Center Technologies	1	Bilingual Customer Service Representatives	5
	10	Director of Staffing and Employment	1
Ali Cooper For City Council	10	Phone Banker/ Paid Political Canvasser	15
Alien Transport LLC	9	Class A Driver	6
Allied Custom Upholsterers	10	Furniture Upholsterer	1
AlSCO, Inc.	1	Account Sales Consultant (ASC)	1
	1	General Office Clerk	1
	10	Load Builder/Assembler	1
	7	Maintenance Technician	1
	9	Route Relief/Utility RSR	1
	10	Soil Counter/Sorter	1
	8	Utility Laundry Worker	10
Allstate Insurance- Alain lone SCU Office	1	Insurance Sales Representative	1
Allstate Insurance- Carmichael Office	1	Insurance Broker	1
Alternatives Unlimited	1	Enrollment Team Member	5
American Council of Engineering Companies	1	Office Assistant	1
Asian Resources, Inc.	1	Universal Youth Specialist	1
Aspect Glass Inc.	7	Glazier	2
Atlas Disposal Industries	7	Diesel Mechanic	1
Autobahn Performance Inc	7	Automotive Technician	2
Babe's Famous for Ribs	8	Cashier Host/Hostess	2
Bath Fitter Northern California	10	Canvasser	3
Beck's Furniture	10	Furniture Delivery Drivers & Helpers	6
Bonney Plumbing, Heating, Air & Rooter Service	3	Plumbing Apprentice Trainee	2
Brewer Insurance Agency	1	Customer Service Representative	2
	10	Marketer	1
California Foundation for Independent Living	1	Program Coordinator - Digital Access	1
	6	Web Designer / Front-End Developer	1
California Association for Health Services at Home	1	Registration Assistant	1
California Association of School Business Officials	1	Bookkeeper	1
California Association of Winegrape Growers	1	Administrative Assistant	1
California Department of Fish & Wildlife	10	Fish and Wildlife Seasonal Aide	1
California Primary Care Association	1	Senior Administrative Assistant	1
Capitol City Management	1	Bookkeeper	1
CE Cabinet Installations	3	Cabinet Maker	
Center for Employment Training	1	Business Office Technology Instructor/Advisor	1
	1	Medical Assistant Instructor/Advisor	1
Cenveo	1	Adjuster	2
	1	Adjuster Trainee	2
	7	Machine Operator	1
Certified Employment Group	1	Customer Service Representative (CSR)	30
CES Premier Real Estate Services	1	Experienced Real Estate Agents	5
Child Action	5	Bi-lingual Case Manager (Vietnamese)	1
	1	Payment Clerk	1
Child Care Careers	1	Assistant Teacher	20
	1	Teacher Aide	20
	1	Teacher	20
Ciche's Board and Care	4	Caregiver	2
City Barbering and Cosmetology Apprenticeship Committee	10	Secretary	1
City of Roseville	10	Meter Reader	1
City of Sacramento, Troops For Fitness	10	Fitness & Nutrition Instructor	7

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Community Action Partnership of San Luis Obispo County, Inc.	1	Human Resources Director	1
Community Link Capital Region	1	Administrative Manager	1
	10	Chief Executive Officer (CEO)	
	10	Director, Finance & Administration	1
	10	Information and Referral Specialist	3
Convergence Marketing	10	Cosmetic Merchandiser	15
	10	Cosmetic Team Lead	3
CPC Logistics, Inc.	9	Class A Driver	10
Crocker Art Museum	1	Museum Store Manager	1
	1	Facility Use Manager	1
Crossroads Diversified Services	1	Adult Education Instructor	1
Crossroads Facility Services	1	Gardener CFS	1
	1	Gardener Lead	1
	1	Janitor/Custodian - Lincoln, CA	1
	1	Job Developer	1
	10	President/CEO	1
CVS Pharmacy	1	Assistant Store Manager	1
	1	Clerk/Cashier	8
	1	Pharmacy Technician Trainee / Pharmacy Service Associate	3
	1	Shift Supervisor Trainee	7
Daniel B. Dunleuy, M.D., Inc.	1	Receptionist	1
Diamond Bay Realty & Property	1	Payables Clerk	2
	1	Customer Service	10
	1	Receptionist	1
Diamond Gold Vault	1	Office Assistant	1
Diamond Personnel Services	10	Political Phone Surveyor	10
	1	Spanish Bi-Lingual Outreach Members	10
Dickeys Barbecue	1	Cashier	20
	8	Food Service Counter Clerk	20
Direct Marketing Specialists (DMS)	1	Residential Account Executive	15
Dollar General Store	1	Assistant Store Manager	10
	1	Lead Sales Associate	10
	1	Sales Associate	10
	1	Store Manager	10
Donor Development Strategies	1	Grassroots Canvassing and Field Managers in Training	5
Dr. Pepper Snapple Group	1	Cashier	1
	9	Seasonal Night Warehouse Worker - Sacramento	5
DSV Inc.	9	Equipment Operator with Class A License	1
DuctTesters, Inc.	7	HERS II Rater	1
Elica Health Center	1	Community Relations Development Director	1
	1	Human Resources Director	1
	4	Medical Assistant	8
Elk Grove Food Bank Services	1	Administrative Assistant	1
Emed Technologies Corp	10	Telemarketer	2
Energygy	7	Permit Technician / HERS Rater Trainee	1
Excel Managed Care & Disability Services, Inc.	1	Intake Coordinator	1
Express Employment Professionals	1	Call Center Associate	1
	9	Production Workers	45
	9	Warehouse General Labor and Production	5
Fair Oaks Recreation & Park District	1	Recreation Leader I	1
	1	Recreation Leader III	1
Fairytale Town	1	Cafe Coordinator	1
	1	Education & Program Assistant	1
	1	Guest Service Representative: Admissions Cashier	1
	1	Membership Assistant	1
	1	Part-Time Grounds Keeper	1
	1	Recreation Leader	1
Focus Strategies	1	Executive Assistant/Administrative Analyst	1
Fortune School of Education	1	Response To Intervention Aide	1
	1	Sub Teachers	25
Francis House Center	1	Job Development Center Manager	1
Fretty's Limousine Service	9	Chauffeur/Driver	2
Frito-Lay	10	Merchandiser	1
	10	Route Sales Representative - General	2
GAT Airline Ground Support	7	Ramp Agent	1

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General Produce Company	1	Accounting Assistant	1
	1	Accounts Payable Clerk	1
	9	Commercial Driver	9
	9	Delivery Route Truck Driver	3
	9	Order Selector	6
	9	Warehouse Swing Shift Lead Supervisor	1
Geremia Pools Inc	3	Certified Shotcrete Nozzleman	1
Girl Scouts Heart of Central California	1	Volunteer Management Specialist Sacramento	1
Global Communications Center	1	Virtual Customer Service Professional	150
Global Touchpoints Inc.	1	HR Recruiting	4
Greater Sacramento Urban League	1	Case Manager for 25% Dislocated Worker Program	1
	1	Case Manager for Adult and Dislocated Worker Program	1
	1	Case Manager for Youth Program	1
	1	Employment Developer	1
	1	Intake Specialist	1
	1	GED Instructor	1
	1	Youth Coordinator	1
Gold Country Water	1	Customer Service/ Driver and Delivery	1
Golden State Overnight	1	Customer Service Representatives	5
Goodwill Industries	1	Clerk/Processor	1
	1	Collection Attendant	1
	9	Truck Driver	1
Hands4Hope	1	Office/Communication Manager	1
	1	Youth Development Program Assistant Part Time	1
Hansen's Home Services	1	Housekeeping Assistants	3
Hardware	1	First Line Supervisor-Retail	2
Harlow's Help At Home	4	Certified home Health Aide	25
	4	Certified Home Health Aide / CHHA / CNA / Caregiver	25
	4	Certified Home Health Aide, Certified Nursing Assistant and Experienced Caregiver	25
HealthMarkets	1	Sales Representative	1
Hobby Town USA Folsom	1	Retail Hobby Sales Clerk & Cashier	2
Hupp Draft Services, Inc.	7	Beer Line Cleaning Technician	1
Indecare in Home Care and Living Assistance	4	Caregivers, CNAs, & HHAs	6
	1	Personal Attendant	1
International Homestay America	10	Homestay Host Family	25
Inalliance	1	Employment Training Specialist	1
Iron Mountain	9	Driver	2
Island Angels	1	Book Keeper	1
J & C Custom Cabinets	1	Office Assistant	1
Kids Quest	10	Shift Leader	5
KVIE	1	Fundraising Events Specialist	1
Kyle's Rock & Redi-Mix, Inc.	10	Yard Laborer	1
L-3 Narda Microwave-West	1	Administrative Assistant	1
	1	Inspection Specialist	1
	9	Process Engineer	1
	9	Senior General Accountant	1
La Familia Counseling Center, Inc.	1	Case Manager	1
	1	Out of School Youth Employment Training Specialist	1
	1	Universal Youth Specialist	1
	1	Youth Advocate	1
LCA Services	1	Case Manager	1
	1	Employment Specialist	1
	5	Program Monitor	1
Leslie's Cleaning Service	n j	Maid, Cleaning Technician	5
Lighthouse Counseling and Family Resource Center	1	Part-Time Bi-Lingual Office Manager/Administrative Assistant	1
	1	Development Associate	1
Lincoln Financial Advisors	1	Financial Practice Analyst	1
Lobel Financial	1	Loan Processor	3
Lord & Sons Inc.	9	Driver/Warehouse Associate	1
	9	Warehouse Associate	1

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Los Rios Community College District	1	Account Clerk II	1
	1	Account Clerk III	1
	1	Accounting Assistant Professor	1
	1	Adjunct Head Volleyball Coach	1
	1	Administrative Assistant I	1
	1	Administrative Assistant I	1
	1	Administrative Assistant II	3
	1	Admissions/Records Clerk II	1
	1	Admissions/Records Evaluator I	2
	1	Admissions/Records Evaluator/Degree Auditor	1
	1	Assistant Financial Aid Officer	1
	1	Assistant Technical Director - Visual and Performing Arts Center (VAPAC), Harris Center for the Arts	1
	1	Associate Vice Chancellor of Information Technology	1
	1	Associate Vice President of Instruction & Learning Resources	1
	1	Associate Vice President of Instruction and Student Learning	1
	1	Athletic Trainer	1
	1	Automotive Collision Technology Adjunct Professor Pool	1
	1	Automotive Technology Assistant Professor	1
	1	Bookstore Stock Clerk	1
	1	Business (Real Estate Emphasis)/Management Assistant Professor	1
	1	Business Law/Business Assistant Professor	1
	1	Chemistry Assistant Professor	1
	1	Children's Center Clerk	1
	1	Clerk II	4
	1	Clerk III	2
	1	College Information Technology Systems Supervisor	1
	4	College Nurse	1
	1	College Police Sergeant	2
	1	College Relations Specialist	1
	1	Communications and Public Information Officer	1
	1	Computer Information Science Assistant Professor (Programming/Web Development/Applications)	1
	1	Confidential Administrative Assistant I	2
	1	Confidential Human Resources Specialist I	1
	1	Confidential Human Resources Specialist III	1
	1	Counseling Clerk II	1
	1	Custodian	3
	1	Dean of Business and Family Science	1
	1	Dean of Humanities and Social Science	1
	1	Dean of Instruction - Workforce Development, Kinesiology,	1
	1	Dean of Student Services	1
	1	Dean, Elk Grove Center	1
	1	Dean, West Sacramento Center	1
	1	Director of Institutional Advancement	1
	1	Director, Administrative Services	1
	1	Educational Media Design Specialist	1
	1	Electronics Technology Assistant Professor	1
	9	Equipment Mechanic II	1
	1	Facilities Management Operations Supervisor	1
	1	Facilities Planning Specialist	1
	1	Financial Aid Clerk II	3
1	Financial Aid Officer	1	
1	Geography Assistant Professor	1	
1	Grant Coordination Clerk	1	
1	Groundskeeper	1	
1	Head Coach for Men's Tennis Adjunct Pool	1	
1	History Assistant Professor	1	
1	Information Technology Analyst I - Business Analyst	1	
1	Information Technology Assistant II - Institutional Research	1	
1	Instructional Assistant - Accounting	1	
1	Instructional Assistant - Biology	1	
1	Instructional Assistant - Campus Computer Laboratory	1	
1	Instructional Assistant - Chemistry	1	

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Los Rios Community College District	1	Instructional Assistant - Learning Resources	1
	1	Instructional Assistant - Math	2
	1	Instructional Assistant - Mechanical Electrical Technology	1
	1	Instructional Assistant - Mechanical/Electrical Technology	1
	1	Instructional Assistant - Sign Language Studies	1
	1	Instructional Assistant - Writing/English/Reading	1
	1	Instructional Development Coordinator	3
	1	Instructional Services Assistant I	1
	1	Instructional Services Assistant II	1
	1	Interpreter, American Sign Language (ASL)	1
	1	Lead Police Communication Dispatcher	1
	1	Lifeguard	1
	1	Maintenance Technician II	1
	1	Occupational Therapy Assistant (OTA) Assistant Professor	1
	1	Outreach Clerk	1
	7	Operations Technician	1
	1	Payroll Clerk I	1
	1	Persian Adjunct Assistant Professor Pool	1
	1	Physical Therapist Assistant, Assistant Professor	1
	1	Police Lieutenant	1
	1	President, American River College	1
		Programmer	1
	6	Programmer II	1
	1	Public Relations Technician	1
	1	Public Services Librarian	1
	1	Radio, Television, and Film Production Assistant Professor	1
	1	Research Analyst	1
	1	Senior Information Technology Technician - Lab/Area Microcomputer Support	1
	1	Special Projects - Education Coach, College to Career	1
	1	Special Projects - Human Resources Training	1
	1	Special Projects - Test Proctor	1
	1	Staff Resource Center Assistant	1
	1	Student Personnel Assistant - Assessment/Testing	1
	1	Student Personnel Assistant - Career & Job Opportunity Services	1
	1	Student Personnel Assistant - Disabled Student Programs and Services	1
	1	Student Personnel Assistant - Extended Opportunity Programs and Services	11
	1	Student Personnel Assistant - Student Life	1
	1	Student Personnel Assistant - Student Services	
	1	Student Personnel Assistant - TANF	1
	1	Student Services Supervisor - CalWORKs/Career Center/Re-Entry & Veterans Information Center	1
	5	TANF/CalWORKs Specialist	1
1	Ticket Office/Customer Relations Assistant - Harris Center For The Arts	1	
1	Tutorial Services Assistant	1	
1	Vice Chancellor of Finance and Administration	1	
1	Vice President, Administrative Services and Student Support	1	
1	Ticket Office/Customer Relations Assistant - Harris Center For The Arts	1	
1	Tutorial Services Assistant	1	
1	Vice Chancellor of Finance and Administration	1	
1	Vice President, Administrative Services and Student Support	1	
Maita Toyota	1	Service Coordinator	1
Mathiot Group Homes	1	Youth Counselor	7
Matrix Absence Management	1	Clerical Assistant	1
	1	Workers' Compensation Claims Assistant	1
MEDMARK	4	Counselor (Bilingual)	2
Meyer Associates	1	Office Manager/Bookkeeper	1
Mid Valley Funding	1	Mortgage Loan Processor	1
Midtown Grocery Outlet	1	Cashier	5
MRPE, Inc.	2	Engineer	1
	1	Executive Secretary	1
Mutual Housing California	1	Community Organizer Bilingual: Russian/English	1
MV Transportation	9	Driver	5

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NAMI California	1	Programs Administrative Assistant	1
	1	Program Coordinator	1
Neighbor Works Homeownership	1	Administrative Assistant	1
Nelson Staffing Solutions	9	General Laborers/Production Workers	70
	9	Warehouse Technician/Lift Truck Operator	70
New Life Christian Preschool And Learning Center	1	Preschool/After School Teacher	1
Nonprofit Resource Center	1	Administrative Assistant	1
Northern Sheets LLC	1	Customer Service Representative	1
	9	Production Workers	3
NW Elite	1	Outside Sales Consultants	10
Office of Somoan Affairs	1	Job Developer / Employment Specialist	1
Opening Doors Inc.	1	Accounting Clerk	1
	1	Hispanic Prosperity Program Assistant	1
Pacific Crest Trail Association	1	Trail Permit Assistant	1
	1	Volunteer Programs Assistant	1
Pacific Gas and Electric Company	3	Entry to Electric Operations	30
Pacific Protection INC	1	Unarmed Security Officer	4
Paramount Equity	1	Account Executives	15
PDQ Automatic Transmission Parts, Inc.	7	Lathe Operator	1
	7	Production Worker	1
Posh Puppy Boutique	1	Customer Service/Retail Manager	1
Precision Repair Network	9	Technician/ Driver	2
Premier Healthcare Services	4	Licensed Vocational Nurse	1
Prime Flight Aviation Services	10	Cabin Service Cleaner	3
Pro Pacific Fresh	9	Class A or B Route Driver	2
Ray McCauley Insurance Agency Inc.	1	Customer Service Representative	2
Relationship Skills Center	1	Flourishing Families Program Instructor	6
	10	REact Coordinator	1
Retail Business Development	1	Sales Representative - South Sacramento	3
Rim Hospitality	8	Bistro Server	1
	8	Housekeeping Inspector	1
Sacramento Children's Home	4	Case Manager	1
	4	Child Care Worker	3
	1	Crisis Nursery Supervisor	1
	1	Family Partner	1
	1	Family Resource Aide	2
	1	Home Visitor	1
	1	Infant Aide	1
	4	Lead Child Care Worker	1
	4	Mental Health Specialist	1
	1	Preschool Teacher	1
	4	Residential Counselor	1
	4	Residential Counselor - Medical Support Aide	1
	4	Therapist	1
	4	Youth Peer Mentor	1
Sacramento Covered	1	Community Outreach Workers	8
Sacramento Employment and Training Agency	1	Associate Teacher III	1
	1	CFS Administration Program Officer	1
	1	Family Services Worker	1
	1	Head Start Coordinator	1
	9	Head Start Courier/Maintenance	1
	1	Head Start Home Visitor	
	1	Head Start Quality Assurance Analyst	1
	6	Information Technology Engineering Analyst	1
	1	Site Supervisor	1
	1	Typist Clerk III	1
	1	Workforce Development Manager	1
	1	Workforce Development Professional Range 2	1
Sacramento Housing Alliance	1	Executive Director	1
Sacramento Loaves & Fishes	1	Maryhouse Intake Specialist	1
	1	Part-Time Student Resource Specialist	1
Sacramento Native American Health Center, Inc.	1	Custodian	1

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Sacramento Regional Transit District	1	Bus Operator	1
	10	Chief Counsel	1
	1	Clerk II	1
	1	Customer Service Representative	1
	1	Customer Service Supervisor	1
	4	Facilities Maintenance Mechanic	1
	1	Maintenance Supervisor-Wayside	1
	7	Mechanic A (Bus Maintenance Department)	1
	1	Senior Human Resources Analyst	1
	7	Service Worker (Bus and/or Light Rail)	2
Sacramento Steps Forward	1	Contract Analyst	1
Safety Center Incorporated	1	Program Staff III Marketing Coordinator	1
	10	Sales Coordinator / Training Instructor	1
Salvation Army Sac Metro	9	Driver (On-Call)	1
	1	Kitchen Aide	1
	10	On-Call Personal Care Attendant	1
Sears Home Services	7	Sears Repair Technician	12
Seavers and Family	1	Lawn Care Helper/General Laborer	1
Sentinel Fire Equipment Company	1	Shop Helper	1
Serenity Respite	4	Respite Caregiver	25
Sheet Metal Workers Local 104	1	Executive Secretary	1
Smitty's Services	1	Office Assistant	1
Society for the Blind	1	Part-Time Administrative Assistant	1
SolarCity	1	Inside Solar Sales Specialist	25
Southgate Recreation & Park District	7	Maintenance Assistant (Seasonal)	1
Staffing Network LLC	9	Production Workers	10
Stroppini Enterprises	7	Machinists	3
Support For Home	4	Home Care Aide	1
SVS Group, Inc.	3	Construction Laborer in El Dorado Hills	2
	7	Electrical Technician	5
	10	General Laborer	50
	1	Landscape Laborer	2
Teledyne Microwave Solutions	9	Assembler	1
	1	Payroll Specialist	1
Tetra Tech, Inc.	2	Environmental Engineer	1
Tony's Fine Foods, Inc.	1	Administrative Assistant	1
	10	Buyer	1
	1	Category Manager Coordinator	1
	9	Class A Feeder Driver - West Sacramento	1
	9	Class A Route Driver - West Sacramento	2
	9	Crane Operator	1
	1	Customer Service Representative - Part Time	2
	9	Forklift Operator - Graveyard Shift	1
	6	IT Support Specialist	1
	9	Loader	
	10	Order Selector - Truckee	1
	10	Order Selector - West Sacramento	10
	10	Order Selector Trainee	2
	10	Pricing Specialist	2
	9	Regional Route Driver	3
	1	Sales Representative -Military Division	1
	1	Sales Support Assistant	1
	1	Staff Accountant	1
	1	Traffic Clerk	1
	1	Will Call Clerk	1
Transglobal Solutions, LLC.	9	Class A Commercial Truck Driver	20
Trillium Staffing	3	Laborer	5
TRUGREEN	10	Inside Sales Representative	8
	10	Outside Sales Representative	8
Two Star Personnel	1	Accounting Assistant	3
	9	Warehouse Pricing and Inventory	3
Ultimate Staffing	10	Counter Parts Specialist	1
United Cerebral Palsy	9	Part Time Drivers	4
United Site Services	7	Seasonal Power Technician	1
	1	Yard Associate	1
Uppal Insurance & Financial	1	Customer Service Representative	1
	1	Sales Representative	2

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Visiting Angels Senior Home Care	1	Appointment Scheduler/Office Assistant	1
	10	Caregiver	5
Volt Workforce Solutions	7	Rework Technician	100
Wabash National Trailer Center	1	Trailer Account Manager	1
Walt's Auto Service	7	Heavy Duty Mechanic	1
Waste Management, Inc. Fruitridge Road	1	HR Generalist II	1
Wendy's	7	Maintenance Technician	1
	1	Management & Crew Member Workers	20
Western Propane Gas Association	1	Part-Time Administrative Assistant	1
Western States Fire Protection	7	Residential Fire Sprinkler Fitter	1
Wind Youth Services	5	Director of Development	1
Windwalker Security Patrol, Inc.	1	Security Guard	4
Winnie Bales Allstate Insurance	1	Customer Service/Office Assistant	1
Women's Empowerment	1	Employment Specialist	1
	5	Social Worker	1
Yolo County Public Agency Risk Management Insurance Authority	1	Part-time Administrative Assistant	1
Youth Development Network	5	Youth Development Trainer Specialist	1
TOTAL			1746

ITEM V-E – INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

Attached is a copy of the most current dislocated worker update. Staff will be available to answer questions.

This report covers the fiscal year beginning July 1, 2013.

STAFF PRESENTER: William Walker

Dislocated Worker Information PY 2013/2014

The following is an update of information as of May 19, 2014 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County.

	MONTH RECEIVE NOTICE	COMPANY AND ADDRESS	WARN STATUS	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Official	7/1/2013	AT&T 7405 Greenhaven Drive Sacramento, CA 95831	9/1/2013	97	8/26/2013
Official	7/9/2013	Point Walker, Inc. dba Lucky Derby Casino 7433 Greenback Lane Citrus Heights, CA 95610	7/29/2013	113	7/25/2013
Unofficial	8/5/2013	Orchard Supply Hardware 6124 San Juan Ave. Citrus Heights, CA 95610	8/31/2013	48	8/11/2013
Unofficial	8/9/2013	Sears 1200 Blumfeld Dr. Sacramento, CA 95815	8/30/2013	20	8/21/2013
Unofficial	9/6/2013	Fresh & Easy 2540 Watt Ave. Sacramento, CA 95821	9/6/2013	72	9/16 - 19/2013
Official	9/6/2013	Bimbo Bakery 7125 Governors Cir. Sacramento, CA 95823	9/6/2013	100	9/24/2013
Unofficial	10/1/2013	Cenveo 9950 Mills Station Rd. Sacramento, CA 95827	12/30/2013	46	11/5/2013
Unofficial	10/1/2013	Sutter Health 2600 L Street Sacramento, CA 95816	12/2/2013	135	11/20/2013 12/2/13
Unofficial	10/9/2013	Kmart 2344 Sunrise Blvd. Rancho Cordova, CA 95670	12/30/2013	97	11/21/2013
Unofficial	10/24/2013	Bank of America Rancho Cordova, CA 95670	11/29/2013	110	Declined Services
Official	10/25/2013	RAS Medical Group 500 University Avenue Ste. #200 Sacramento, CA 95825	12/31/2013	56	Declined Services
Official	1/9/2014	BCI Coca-Cola Bottling Company 4101 Gateway Park Blvd, Sacramento, CA 95834	3/7/2014	49	2/25/2014 3/4/14
Official	1/30/2014	LexisNexis 3831 North Freeway Blvd. Ste. 200 Sacramento, CA 95834	3/31/2014	65	3/19/2014
Official	1/30/2014	Aerojet Rocketdyne 2001 Aerojet Rd. Rancho Cordova, CA 95670	3/31/2014	61	3/27/2014
Official	2/12/2014	Servicelink 5039 Dudley Blvd. McClellan, CA 95652	4/13/2014	97	Delivered Packets
Official	3/4/2014	Folsom CJD, LLC 12545 Folsom Blvd. Folsom, CA 95630	5/4/2014	95	Declined Services
Official	3/6/2014	The Fresh Market, Inc. 2339 Fair Oaks Blvd. Sacramento, CA 95825	5/6/2014	62	3/13/14 3/14/14
Official	3/18/2014	Sprint Customer Service Center 3068 Kilgore Rd. Rancho Cordova, CA 95670	5/17/2014	245	Declined Services

Dislocated Worker Information PY 2013/2014

The following is an update of information as of May 19, 2014 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County.

	MONTH RECEIVE NOTICE	COMPANY AND ADDRESS	WARN STATUS	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Unofficial	3/26/2014	ABM 7120 East Parkway Sacramento, CA 95823	6/30/2014	40	4/17/2014
			Total # of Affected Workers	1,608	

ITEM V-E – INFORMATION

HEAD START REPORTS

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to review the following Head Start items:

- Fiscal Report (sent under separate cover)
- Quality Assurance Reports
- Policy Council Minutes
- Program Report

Staff will be available to answer questions.

STAFF PRESENTER: Denise Lee



Quality Assurance Summary Report

TO: Parent Advisory Committee, Policy Council and SETA Governing Board members
 RE: SETA Quality Assurance/Monitoring Results – March 2014

Agency	Centers Visited	# of Classrooms	# of Files	Monitoring Purpose
Sacramento City Unified School District	Edward Kemble HS Rosa Parks HS Mark Twain HS Pacific HS Hollywood HS Hiram Johnson EHS	6 5 in Head Start 1 in Early Head Start	17	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Exemplary Practices (Above Compliance)

- Several teachers used natural events and routines as ‘teachable moments’ and engaged students in conversations
- Classroom activities at Hiram Johnson EHS were enriched by joining music class in SCOE/HS Inclusion class and parent input

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	91% HS 73% EHS	No significant findings for HS. Noted items for are EHS. 1- Not all children have a medical/dental home identified 2- Some ChildPlus did not match contents of the child’s file 3 – Some dental follow-up is limited 4 – Two noted incidents where medication policy was not followed 5 – One class observed did not perform tooth-brushing
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	95% HS 100% EHS	No significant noted findings

Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	97% HS 89% EHS	1- Earthquake preparedness poster not displayed nor practiced 2- Food prep area/kitchen inspection did not meet food safety standards
Family , Parent and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i>	82%	1-Limited evidence that all immediate needs or information requested had adequate follow-up (not documented in the child's file) 2- Limited documentation/evidence of parent meetings and parent rep elections 3 – Inconsistent documentation of pedestrian safety training for parents
Adult Mental Health <i>(Parent/Guardian Mental Health)</i>	64%	1-Mental Health professional information was clearly posted at the center
Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i>	91% HS 71% EHS	No significant findings for HS. Noted items for are EHS. 1-Screenings had inconsistent dates between the file and ChildPlus 2- Transition plan was not found in one EHS child file 3- Documentation was unclear if home visit/parent conference was performed
Written Individualization <i>(Assessments, Individual Development Plans, Transition)</i>	88% HS 88% EHS	1-Observation dates were not consistent with other dates in file challenging the validity of written observations. 2- Ratios were not met at all times 3-Little/no children's art was displayed
Curriculum/Implementation of Individualization <i>(Ratios, Supervision, Daily Schedule, Lesson Plans, Indoor/Outdoor Environments)</i>	93% 100%	No significant noted findings
ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i>	96%	No significant noted findings

*Scores between 90-99% will be addressed by the program but do not require a formal Monitoring Response Plan. Scores less than 90% require a written Monitoring Response Plan. Thresholds will be adjusted in the future when historical data is available.

Corrective Action Plans:

The program has 30 days to submit a written Monitoring Response Plan for areas under 90%. Follow-up visits by the SETA Quality Assurance team will be scheduled within 120 days or less.



Quality Assurance Summary Report

TO: Parent Advisory Committee, Policy Council and SETA Governing Board members
 RE: Quality Assurance/Monitoring Results – March 2014

Agency	Centers Visited	# of Classrooms	# of Files	Monitoring Purpose
Twin Rivers Unified School District	Morey Avenue Oakdale	5	12	<input checked="" type="checkbox"/> Initial <input type="checkbox"/> Follow-up <input type="checkbox"/> Special <input type="checkbox"/> Final

Exemplary Practices (Above Compliance)

- Strong parent participation observed. Numerous parent/family volunteers in the classrooms.
- Children's art work was nicely displayed at children's eye level. The art work was commendable. The children were provided several experiences to create 3- D art.

Areas Reviewed	Percentage Of Compliance*	Issues/Concerns
Health <i>(Screenings, Tracking, Follow-up, Procedures, Hygiene)</i>	83%	1- Not all heights/weights were graphed within two weeks 2- Not all health screens, results and/or follow-up were on file 3- Hand-washing procedures and supervision were inadequate
Nutrition <i>(Nutrition Tracking and Follow-up, Menus, Meal Service, Special Diets)</i>	96%	No significant noted findings
Safe Environments <i>(Postings, Inspections, Food Prep Area, Restrooms, Classrooms, Playground, Disaster Preparedness)</i>	88%	1-Doors were not paper-free 2-Licensing notification to parents was not evident in each child's file 3-Food prep areas did not meet cleanliness requirements 4-Some classrooms have clutter 5-Some areas on the play yard need maintenance and may pose safety concerns for children

<p>Family, Parent and Community Engagement <i>(Family Partnership Building and Follow-up, Parent Meetings, Trainings, Information Sharing, Volunteer Activities, Transition)</i></p>	<p>75%</p>	<p>1-Not all children's files had evidence of timely completion of Family Partnership Agreements (FPA) 2-Goals/strategies were either lacking or not clearly identified 3-Follow-up documentation did not clearly link with the steps or goals of FPA 4-Documentation indicated approaches to follow up with parents regarding FPA needed to be evaluated for effectiveness.</p>
<p>Adult Mental Health <i>(Parent/Guardian Mental Health)</i></p>	<p>100%</p>	<p>No significant noted findings</p>
<p>Education <i>(Screenings, Referrals, Follow-up, Individual Education Plans)</i></p>	<p>77%</p>	<p>1-Documentation on screen results was unclear in the child's file if completed in a timely manner 2-Not all contents of the child's file matched in ChildPlus</p>
<p>Written Individualization <i>(Assessments, Individual Development Plans, Home Visits/Parent Conferences)</i></p>	<p>86%</p>	<p>1-Not all Individual Development Plans were completed and/or on file 2-ChildPlus dates did not match contents of the files</p>
<p>Curriculum/Implementation of Individualization <i>(Ratios, Supervision, Daily Schedule, Lesson Plans, Indoor/Outdoor Environments)</i></p>	<p>79%</p>	<p>1-Supervision and adult-child ratios at all times continues to need improvement 2-Lesson plans not posted at one center 3-Classroom management and transitions needs improvement 4-Some furnishings and classroom materials need repair/replacement 5-Some interest areas of the classroom were closed off/unavailable for children</p>
<p>ERSEA <i>(Eligibility, Recruitment, Selection, Enrollment, Attendance)</i></p>	<p>88%</p>	<p>1-Eligibility verification forms were inconsistently kept in files 2-Inaccuracies between data in ChildPlus and information in the child's file 3-Waiting lists were not well organized and updated</p>

*Scores between 90-99% will be addressed by the program but do not require a formal Monitoring Response Plan. Scores less than 90% require a written Monitoring Response Plan. Thresholds will be adjusted in the future when historical data is available.

Corrective Action Plans:

The program has 30 days to submit a written Monitoring Response Plan for areas under 90%. Follow-up visits will be scheduled within 120 days or less.

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

(Minutes reflect the actual progress of the meeting.)

SETA Board Room
925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Tuesday, March 25, 2014
9:00 a.m.

I. **Call to Order/Roll Call/Review of Board Member Attendance**

Ms. LaTasha Windham called the meeting to order at 9:06 a.m. and read the Thought of the Day. Secretary, Mr. Steven Wormley, called the roll; a quorum was established.

Members Present:

Toni Espinoza, Elk Grove Unified School District
Steven Wormley, Sacramento City Unified School District
Benjamin Bailey, Sacramento City Unified School District
Lynda Williams, San Juan Unified School District
Linda Litka, San Juan Unified School District
Kristyn Ingram, Twin Rivers Unified School District
Saleema Ali, Twin River Unified School District
Richina Siackasorn, WCIC/Playmate Child Development Center (arrived at 9:16 a.m.)
Kenneth Tate, SETA-Operated Program
Derek Adams, SETA-Operated Program (arrived at 9:16 a.m.)
LaTasha Windham, SETA-Operated Program
Angeles Soberanes, SETA-Operated Program
Justin Fietzek, Men's Activities Affecting Children Committee
Jenna Kline, Community Representative, KVIE Public Television
Genevieve Deignan, Sacramento Food Bank & Family Services
Annette Duran, Past Parent Representative

Members Absent:

Rodney Pontiflet, SETA-Operated Program (unexcused)
Willie Jean Peck, Foster Parent Representative (excused)

Ms. Windham seated the following new members:

Alexis Barajas, Elk Grove Unified School District
Jill Julian, Sacramento City Unified School District
Lenda Wheeler, SETA-Operated Program
Colleen Fietzek, Home Base

II. **Consent Item**

A. Approval of the Minutes of the February 25, 2014 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/J. Fietzek, second/Wheeler, to approve the minutes of the February 25, 2014 meeting.

Show of hands vote:

Aye: 17 (Adams, Bailey, Barajas, Ingram, Deignan, Duran, Espinoza, C. Fietzek, J. Fietzek, Kline, Julian, Litka, Soberanes, Tate, Wheeler, Williams, Wormley)

Nay: 0

Abstentions: 1 (Windham)

Ms. Melanie Nicolas introduced new Quality Assurance Unit staff members Nancy Fugate and James Saetern. This unit conducts monitoring reviews of the delegate agencies and the SETA-Operated program to ensure compliance.

Ms. Fugate and Mr. Saetern spoke of their previous experience and both expressed excitement in joining the team.

Ms. Richina Siackasorn and Mr. Derek Adams arrived at 9:16 a.m.

III. Action Items

A. CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957 - and - CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE:

Pursuant to Government Code Section 54957

The board went into closed session at 9:16 a.m. The board went into open session at 9:25 a.m. and reported out of closed session that the eligible lists were approved for: Head Start Home Visitor, and Head Start Courier/Maintenance. The Public Employee Discipline/Dismissal/Release portion of the closed session was dropped from the agenda.

IV. Information Items

A. Presentation from Community Representatives

✓ Jenna Kline, KVIE Public Television: Ms. Kline, Education Services Coordinator for KVIE stated that they have 11 community partners. Ms. Kline urged board members to go to their Web site: www.kvie.kids.org which contains information about various workshops provided.

✓ Genevieve Deignan, Sacramento Food Bank & Family Services: Their home base is located in Oak Park. There are actually 40 food banks, including 80 soup kitchens. More information can be found at: www.Sacramentofoodbank.org Ms. Deignan provided information to staff which will be sent to board members.

Ms. Duran stated that Senior Gleaners will deliver food to food banks.

- B. School Readiness and Children's Outcomes Presentation: Ms. Karen Gonzales provided a presentation on how children are prepared for school.
- C. Standing Information Items
- PC/PAC Calendar of Events: Ms. Windham reviewed the list of upcoming meetings and urged parents to participate at the committee level.
 - Parent/Staff Recognitions: Ms. Windham presented Mr. Victor Bonanno with a certificate of appreciation for providing AB1234 training to board members.
 - Community Resources-Parents/Staff: No report.
 - Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Ms. D'et Patterson reviewed the fiscal report ending February; the budget is currently spent at 58.5% which is on track. The non-federal share is currently at 25.1% which meets our requirement. Administration is 9.6% which is well below the allowed expenditures. There is a budget meeting immediately following this meeting in the Shasta Room. Ms. Patterson urged parents to participate in the development of next year's budget.

Ms. Windham stated that the sign in sheet for the Toastmasters public speaking training is going around.

- D. Fiscal Monitoring Report: No comments.
- E. Governing Board Minutes of February 6, 2013: No questions.

V. Committee Reports

- Executive Committee Meeting Critique: The critique was reviewed.
- Budget/Planning Committee: Ms. Lenda Wheeler provided an oral report on the most recent meeting.
- Personnel/Bylaws Committee: Ms. Richina Siackasorn reported on the latest meeting.
- Parent, Family & Community Engagement & Early Childhood Development & Health Services Committee: Mr. Wormley provided a report on the most recent meeting. This is a quarterly meeting and notices are sent out every announcing each meeting. Ms. Campos stated that this committee is open to everyone.

Ms. Saleema Ali was excused at 10:46 a.m.

- Men's Activities Affecting Children Committee (MAACC): Mr. Justin Fietzek urged all board members to attend. Mr. Derek Adams reported that at the last meeting only a few people showed up; they were supposed to elect a representative. They started planning a Daddy and Me event but more people need to participate. The meetings are held the last Friday of the month at 1 p.m.

- Health Services Advisory Committee: Ms. Lynda Williams provided an oral report. Attendees talked about a broad array of nutritional services, dental and medical issues and how to get parents to participate.
- Social/Hospitality Committee: Ms. Windham stated that this is a very fun committee.
- Parent Ambassador Report: Ms. Toni Espinoza reported on the most recent meeting. Ms. Hawkins stated that this committee will be the ‘face’ of Head Start; there will be an activity later in the year. At the next meeting, attendees will be discussing the activity and will be inviting Terri Carpenter, SETA’s Public Information Officer who is working on flyers. The next meeting will be April 22.
- Maternal, Child and Adolescent Health Advisory Board: Ms. Siackasorn reported on the most recent meeting where they discussed how to get involvement for programs to assist the homeless and those mentally ill. Upcoming meetings are scheduled for: May 13, September 9, and November 11. The meetings are held on Micron; Ms. Lynda Williams offered to serve on this committee.
- Sacramento Medi-Cal Dental Advisory Committee: Ms. Windham last time she attended they discussed various Medi-Cal programs available for children. Ms. Campos reported that there is still an issue with Head Start children receiving dental services in a timely manner.

VI. Other Reports

- A. Executive Director’s Report: Ms. Kossick introduced herself and thanked the board for such great attendance. Next month, the federal review team will be in attendance at the April 22 meeting. Ms. Kossick and staff are looking forward to a great review with the board members’ assistance.
- B. Head Start Deputy Director’s Report: Ms. Lee stated that the state review began today for the funding received in our full-day program. The Federal review will begin April 21 and end on May 1. The questions will be shared with board members. Staff is hoping to know in advance when the sites will be selected for review. Board members are urged to participate in the budget meeting to assist in the preparation of the 2014-2015 budget.

Ms. Fietzek asked how the federal reviewers will check participation in the home base program and Ms. Lee replied that team members, will be visiting the homes with the parents’ approval. Staff will be looking for parent volunteers.

- C. Head Start Managers’ Reports
 - ✓ Brenda Campos: Ms. Campos stated that staff is working to prepare for the federal review.
 - ✓ Lisa Carr: Ms. Carr stated that staff working to prepare for the federal review, and heavily into recruitment and outreach. Staff is in the process of reviewing our flyers. The new Head Start website was launched. Ms. Carr urged parents to work with Head Start staff to ensure the medical and dental paperwork is up to date.

- ✓ Karen Gonzales: Staff is looking at literacy and math areas to bring the numbers up. Staff training will be focusing on math this summer and social/emotional training as well.

Ms. Alma Hawkins asked new board members to see her to sign for their attaché case. Ms. Josie Werner is available to take photos for ID cards.

- D. Chair's Report: Ms. Windham reminded board members of the budget meeting to be held immediately after the board meeting.
- E. Open Discussion and Comments: None.
- F. Public Participation: None.

VII. Adjournment: The meeting was adjourned at 11:30 a.m.

Monthly Head Start Report

May 2014



SETA-Operated Program

Program Operations

Though essentially important at all times, in the next month our centers will be focusing on safety. Each center will be looking at their safety and supervision practices to ensure utmost compliance and effectiveness. One aspect of this includes the PAWS for Safety Curriculum. PAWS is a standardized, weekly classroom curriculum designed to enhance the overall safety of the children in our care. This includes supervision, awareness of danger areas (the cone zone), pedestrian safety and specific summer safety ideas.

Each month, teachers receive prescribed lesson plans with assigned PAWS activities to be completed weekly. Each classroom is supplied with the materials needed to implement each weekly activity and each activity card has ideas for project expansion. This curriculum was created to correlate with the updated Policies and Procedures regarding supervision. “Paws” the Safety Raccoon was created specifically for this safety curriculum and is being used to create familiarity and continuity for safety throughout our program.

Program Support Services

Quality Assurance Unit: Staff provided follow-up visits to SOP and Delegates in preparation for the OHS Triennial Review held on April 22-May 1, 2014. Unit staff assisted OHS Reviewers in taking them to the sites that were monitored. Completed Quality Assurance Monitoring Reports for SCUSD and TRUSD were submitted to respective delegate agencies.

Elk Grove Unified School District

Education Services Update

Karin Nakahira-Young, Instructional Coach, presented information about the Classroom Assessment Scoring System (CLASS), in the domain Instructional Support. Teachers worked in small groups to create and practice using questions that would promote higher level groups; teachers participated in a large group activity which consisted of moving around the room writing down questions that could be asked when doing various activities with students. The questions were written down and sent out for teachers to reference when creating their lesson plans.

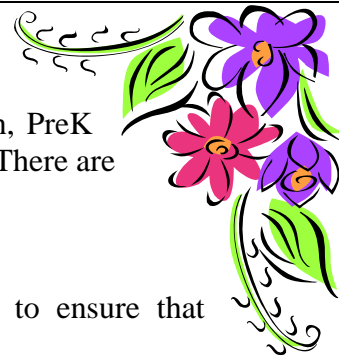
Enrollment

The Elk Grove Unified School District Head Start program is funded to serve 420 students and is fully enrolled. The average daily attendance (ADA) in April was 89%.



Disabilities Services and Mental Health Services Update

Our program educators and clerks have worked closely with Teresa Gannon, PreK psychologist, to place students with active IEPs into the Head Start program. There are 73 (17%) Head Start students with active IEPs being served.



Health Services Update

Program Educators are monitoring files and providing additional support to ensure that children in need of further dental treatment receive those services.

In April, 9,326 meals were served to our Head Start students. The April Elk Grove Meals and Snack calendars are attached.

Family and Community Partnerships Update

Family education opportunities are offered in conjunction with the School Readiness grant funded by First 5 California. Class offerings are dictated, in part, by the desires and needs of families expressed in a yearly survey and, in part, by the School Readiness grant. Every opportunity is utilized to inform parents of upcoming parent meetings and to encourage their attendance. Parents are informed of education opportunities during monthly classroom parent meetings, by publication of a monthly parent calendar, by their child's classroom teacher, and by the Academic Program Coordinator at their school site.

The following classes or workshops were held in April:

"Positive Parenting" classes were held in Spanish at Charles Mack Elementary School on April 1 and 8, and in English at David Reese Elementary School on April 1 and 8. These classes teach parents positive approaches to discipline, stress management techniques, communication skills, and developmental milestones. An average of eight (8) parents attended the classes at Charles Mack and an average of two (2) parents attended the classes at David Reese.

"I Am Moving, I Am Learning" was held at Florin Elementary on April 3, at Charles Mack Elementary on April 8, and at David Reese Elementary School on April 10. This class teaches parents that children who have daily physical activity perform better in school and how to use simple materials found at home to create fun, physically active experiences for their children. Eleven (11) families attended the class at Florin Elementary, eleven (11) families attended the class at Charles Mack, and five (5) families attended the class at David Reese Elementary School.

Recruitment

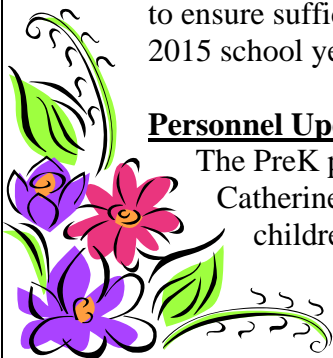
The Head Start classes are fully enrolled. Each school has a waiting list and families are notified when space becomes available.

An internal office calendar with registration dates for January through June has been created to ensure sufficient time is allowed to have full enrollment by the end of June for the 2014-2015 school year.

Personnel Update

The PreK program is excited to have hired Catherine Barbero as our new social worker.

Catherine comes to our program with many years of experience working with young children and their families in both school settings and with private agencies.



Sacramento City Unified School District

Health and Nutrition

This month, nurses have been quite busy preparing for the Head Start/Early Head Start Federal Review. Preschool nurses had the unique opportunity to engage with the reviewers, which was an edifying experience for them all. Sacramento City Unified School District (SCUSD) nurses viewed the review as a very positive learning experience and appreciated receiving feedback from the reviewers about their content area.

The Preschool Nurses are actively screening new preschool applicants for the 2014-2015 school year now that Head Start preschool open enrollment has been launched.

Nurses provided health information on the topics of dental health and hygiene, lead risks and how to avoid them, nutrition information and iron information and distributed this important information to all prospective parents at both registration sites located at Cap City and Hiram Johnson during the enrollment launch.

The vacant Child Development Nurse position will be filled in the next two months. Nurses look forward to having the additional help and assistance as SCUSD seeks to provide the needed health assistance and support to newly enrolled families in the subsequent year.

SCUSD is happy to report that preschool nurses' layoff notices have all been rescinded for the 2014-2015 school year, with the exception of one. SCUSD anticipates that the final one will also be rescinded in the very near future.

The dental varnish clinics will be continuing through the month of May. Nurses are happy to report that there has been a marked improvement in preschoolers' oral health status in some of the preschool classrooms this spring. Nurses will be comparing current preschooler dental assessment data with last year's data results. Nurses continue to follow-up with parents whose preschool children were noted to have dental health needs during the dental varnish clinics.

The lead nurse just completed the last rotation of LVN student mentorship before their graduation in May. The experience was a rewarding one and the nurses look forward to a continued positive working relationship with CAJ Skills Center.

Social Services

Social workers have been diligently preparing for the Head Start/Early Head Start federal review. Tasks included reviewing files, providing needed services and support to assigned caseloads and engaging families in the process of completing their Family Partnership Agreements.

Disabilities

Sacramento City Unified School District Child Development Program has served 170 Head Start Preschool Children and 19 Early Head Start Preschool Children with a variety of disabilities from September 2013 through April 2014. These children have been served in the general education classrooms as well as the 9 full-inclusion classrooms. Through ongoing collaboration and teamwork, Head Start and SCUSD Special Education staff is providing exceptional teaching and care to these children and families and they continue to display their skills to a range of classroom visitors and guests. Teachers and staff have also been focusing on the topic of "transitions" this past April on a variety of levels:



assisting parents with preschool applications to continue preschoolers in the subsequent year; assisting parents with the kindergarten registration process; encouraging and accompanying families to visits to the new school; and attending annual and transition IEP meetings along with families in order to assist parents in determining the best fall school placements for youngsters.



San Juan Unified School District

Education Services Update

Teachers began the Flower Study on Thursday, April 24th. Their letter focus was on Gg, Ee, and Dd. Their math focus continues to be adding and subtracting hidden objects in sets. This study will blend into the theme of *Growing and Changing* in mid-May. The final DRDP assessment ends May 9th.

Disabilities Services Update

This month the screening team finalized the screening schedule for the 2014-15 school year registration/enrollment seasons. The Disabilities Lead teachers took inventory in the screening room and made a list of supplies they need to replenish. The team also organized and stocked the ASQ and ASQ-Es that were recently ordered and delivered.

Final preparations were completed for the upcoming Federal Review. The Monitoring forms and Special Education paperwork were organized and updated as necessary. Interview questions have been reviewed and the protocol box contents have been double checked. The Disabilities Specialist visited classrooms for a double check in areas requiring a response plan in accordance with the Quality Assurance Review.

Mental Health Services Update

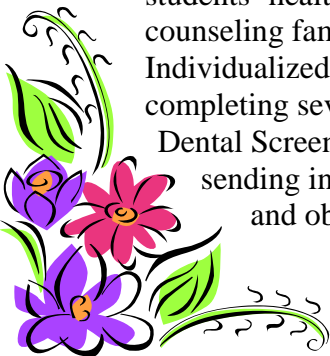
The Mental Health Therapist is lending extra support to kindergarten-bound children's parents who have concern for the child's social and emotional readiness. He is also providing resources for counseling cases that are preparing to close in order to continue future mental health services.

Nutrition Services Update

The CDE Shaping Healthy Impressions through Nutrition and Exercise (SHINE) is offering Meal Quality Forums. Cooks from early child care programs will present culinary techniques in one of the professional kitchens located at the Le Cordon Bleu College of Culinary Arts in Sacramento. Staff is confident this culinary experience will promote healthy meal choices and preparation.

Health Services Update

Health is not screening during the month of April, but will start screening again twice a week in May on Tuesdays and Thursdays in the centralized screening room. Health is reviewing students' health, nutrition, and immunization status, completing health screenings, and counseling families in various health areas as needed. The School Nurse is completing Individualized Student Health Plans for those who have health concerns. The School Nurse is completing several IEP Assessments and Reports for referred students. The Smile Keepers Dental Screenings will continue to run in classrooms through May 1st. Health has been sending information packets to families with children that are underweight, overweight, and obese.



Family and Community Partnerships Update

At the April Policy Committee meeting, the second reading of the by-laws took place. There were also two guest speakers. The first was Kate Lasarian, the district coordinator for Family Community Engagement, who asked parents for feedback regarding any experience they might have had with a child transitioning from one program to another (from Early Head Start to Head Start or any elementary or secondary transitions as well). The second was Laura Williams, Lead Teacher for Early Head Start, who gave parents information regarding assessment data for infants and toddlers and how it is used. It was a productive and very informative meeting.

Transition Services Update

Parent education has been an important part of the transition process. Teachers have been working with parents to become equal partners in planning their child's transition. Teachers have been assisting families by individualizing the process based on the needs of each individual family. Parents have been educated on new environments and routines, as well as kindergarten expectations and readiness skills.

Program Support/Staff Training Update

Teachers received a training titled "Instructional Support Throughout the Day," which was presented by Liz Aguilar from SETA. The content was taken from the *Train the Trainer* presentation given at SETA in March. This was an interactive training in which teachers participated in activities where the different teaching strategies were paired with different times in the daily class schedule, thus demonstrating teachable moments throughout the day. Teachers and Assistants attended training on *Reflective Planning* where teams viewed several video clips with children exploring cut flowers. Teams then reflected on what they thought the children were thinking and then looked at the teacher interactions to gauge how this affected the children's experiences. This training was presented by Mary Jane MacGuire-Fong and Marie Jones from American River College.

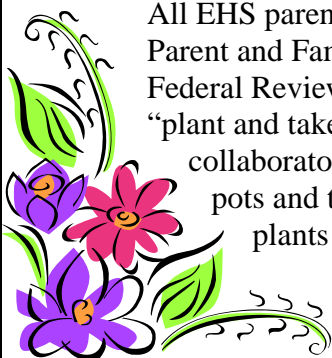
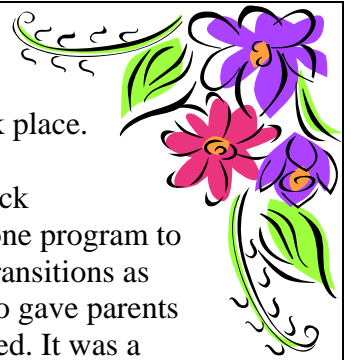
Fiscal Update

This was a very busy month for the fiscal team. They completed estimated actuals for the end of the year as well as completed budget development. The Head Start and Early Head Start grant applications were completed. All resources were reconciled, the SETA reports were submitted, and the CCTR quarterly reports were filed. This was possible because of the great group of willing and able team players in the fiscal department.

Early Head Start

This month, the EHS staff worked on finishing the third round of DRDP assessments for the year. They also participated in the annual mandated reporter training, with some staff doing the training online. The EHS leadership team planned for the upcoming program-wide staff development training in May.

All EHS parents had an opportunity to give feedback to the program through the countywide Parent and Family Engagement survey, with results to be shared next month. During the OHS Federal Review this month, two of the centers celebrated Earth Day with a cross program "plant and take" parent meeting sponsored by Home Depot, one of the local community collaborators. During the parent meeting, the parents and children planted seeds in clay pots and took them home afterward, eagerly looking forward to watching their new plants sprout and grow.



Twin Rivers Unified School District

Events

During the month of April both sites participated in Open House events to showcase our classrooms and school to our parents and the community. At Morey, community vendors set up booths to provide contact information and resources to our families related to lead prevention and healthy eating. Each classroom displayed art work and guests were treated to delicious yogurt treats from the Nutrition Department.

Starting April 21st, all staff also participated in the triennial Federal Review Visit. Component leaders were busily preparing for the intense visit that included the monitoring of all aspects of the preschool program. The visit is scheduled to be completed on May 2nd.

Professional Development

On May 1st, the teaching staff will participate in the last ECE District wide professional development workshop at Morey Avenue for the 2013-2014 school year. The workshop will focus on Common Core standards alignment with the Preschool Learning Foundations.

Components

The Nutrition Component Leader provided a food activity along with physical education games for the classrooms. The tracking of lead, hemoglobin and lead risk continues along with inputting the information into the Childplus database for tracking purposes. Follow-up continues for the BMI referrals by the Nutrition Coordinator and Registered Dietician Consultant.

The reviewing of students' files for medical concerns as well as data inputting into the Childplus database continues on a daily basis for the Health Component.

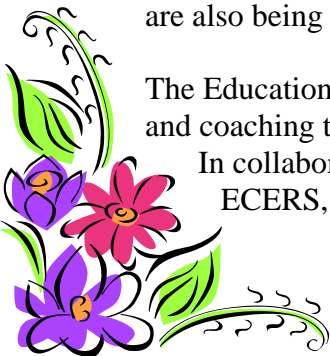
The School Social Worker/Counselor continues providing classroom support to students having challenging behaviors and difficulties adjusting to the classroom environment. Classroom observations to assist with intervention strategies and behavioral techniques for all classrooms are also being provided by the Social Worker. The social skills groups continue for all students identified by teachers or parents with the groups meeting weekly. The Social Worker also facilitated Pre-Sap meetings with a few parents of students identified with challenging behaviors.

The Community Liaisons continue completing FPA and FPP with parents. The Community Liaison and Social Worker also continue to plan and facilitate the monthly meetings in each of the Morey Avenue classrooms and at Oakdale.

The Speech and Language Pathologist is finishing the rescreening of identified students and continues to provide direct services to students who have IEPs already at both sites. Parents are also being notified of their child's screening results.

The Education Component Leader continues classroom observations to assist with mentoring and coaching the teaching staff to ensure appropriate learning environments for all students.

In collaboration with the teaching staff, action plans for the program were completed for ECERS, DRDP and CLASS assessments and for the second assessment period.





The ERSEA Component Leaders are continuing to review files for accuracy. Both sites are completely full and a wait list is being maintained. The final enrollment date for 2013-14 was April 11th. Enrollment for returning students continues and almost all students eligible to return for the upcoming school year have been re-enrolled.

Enrollment has begun for the 2014-15 school year with the group enrollment process. Fliers for local business, churches and community based agencies have been delivered for recruitment purposes by the Community Liaisons.

Policy and Parent Committees

The monthly meeting for the Policy Committee was held on April 10th at Morey Avenue. The agenda included the approval of the teacher assistant hiring list and the approval of the meeting minutes. The Policy Committee will meet next on May 15th at Morey. The Parent Committee meeting was held on April 29th at Oakdale and information was given from all of the monthly reports. The next meeting will be May 29th.

Parent Trainings/Meetings

The two Community Liaisons facilitated the monthly meeting for April in collaboration with Mutual Assistance Network with a focus on researching local resources in the community.

Fiscal

Appropriate spending for items related to ECERS, DRDP and the CLASS assessment will be finished by April 30th for all classrooms.

WCIC

Federal Review

The WCIC Team has been engaged in the 2014 Federal Review process from April 22, 2014 through May 1, 2014. OHS will provide a Written Report within 60 days. Congratulations Sacramento County Head Start Programs for a job well done!

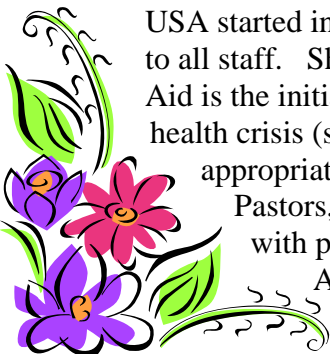
Enrollment

During the month of April 2014, WCIC's Enrollment Team continued non-stop to maintain 100% Enrollment.

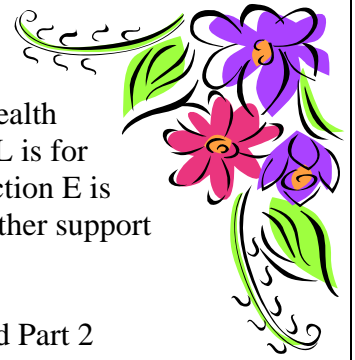
Mental Health (Staff Trainings)

WCIC/Playmate Head Start Program's staff received a Mental Health First Aid Training from Alexandra Rechs, Program Coordinator Quality Management from Sacramento County, Division of Behavioral Health on April 4, 2014. Ms. Rechs stated Mental Health First Aid USA started in Austria. She passed out Mental Health First Aid USA 2009 Edition Manuals to all staff. She gave an overview on "What is Mental Health First Aid?" Mental Health First Aid is the initial help given to a person showing symptoms of mental illness or in a mental health crisis (severe depression, psychosis, panic attack, suicidal thoughts and behavior) until appropriate professional or other help, including peer and family support, can be engaged.

Pastors, office staff, elders, deacons, and anyone with present or potential ministry with persons who are mentally ill could benefit from taking the Mental Health First Aid training. The more common mental disorders are anxiety, major depression,



substance use, bipolar disorder, eating disorders and schizophrenia. Mental Health First Aid Action Plan is: Action A: Assess for risk of suicide or harm; Action L is for Listen nonjudgmentally; Action G is for Give reassurance and information; Action E is for Encourage appropriate help; and Action E is for Encourage self-help and other support strategies.



WCIC/Playmate Head Start Program's staff received a Mental Health First Aid Part 2 Training from Alexandra Rechs, Program Coordinator Quality Management from Sacramento County, Division of Behavioral Health on April 11, 2014. The second part of Mental Health First Aid Training was on the potential risk factors and warning signs for a range of mental health problems, including: depression, anxiety/trauma, psychosis, substance use disorders, and self-injury. Psychosis is a general term used to describe a situation in which a person has lost some contact with reality, resulting in severe disturbances in thinking, emotion, and behavior. Psychosis can severely disrupt a person's relationships, work, and usual activities. Self-care can be difficult to initiate or maintain. Substance use disorder is how different substances affect the brain in different ways. People use substances because of these effects, which increasing feelings of pleasure or decreasing feelings or distress. Using alcohol and other drugs does not in itself mean that a person has a substance use disorder. Ms. Rechs gave more examples of an understanding of the prevalence of various mental health disorders in the U.S. and the need for reduced stigma and discrimination in the communities. A 5-step action plan encompassing the skills, resources and knowledge to assess the situation, to select and implement appropriate interventions, and to help the individual in crisis connect with appropriate professional care and the evidence-based professional, peer, social, and self-help resources are available to help someone with a mental health problem.

Information Memorandums and Program Information Reports

ACF-PI-HS-14-01 FY (Fiscal Year) 2014 Head Start Funding Increase



**Sacramento County Head Start/Early Head Start
Monthly Enrollment Report
April 2014**

Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 4/30/14	(b) % Actual to Funded	Attendance on Last Day of Month 4/30/14	(c) % Attend. to Funded
Elk Grove USD	420	420	100	370	89
Sacramento City USD	1,292	1,292	100	1,119	87
SETA	1,974	2002	101	1,563	79
San Juan USD	693	697	100	554	80
Twin Rivers USD	211	211	100	189	90
WCIC/Playmate	120	120	100	101	84

Early Head Start

Agency	Funded Enrollment	(a) Last Day of Month Enrollment 4/30/14	(b) % Actual to Funded	Attendance on Last Day of Month 4/30/14	(c) % Attend. to Funded
Sacramento City USD	147	147	100	84	57
SETA	328	338	103	272	83
San Juan USD	161	170	105	133	83

(a) Includes children who have dropped during the month and whose slot be filled within the 30 days allowable period.

(b) If enrollment is less than 100%, agency includes corrective plan of action.

(c) Attendance on the last day of month.



SETA Head Start

Food Service Operations Monthly Report

*April 2014

April 4th - Minimum Day Preschool & EHS Full Day Classes.

April 11th - Home Base Field Trip, Special Field Trip menu provided for 84 guests.

April 14th through 18th - Spring Break - Traditional Centers Closed.
Broadway Center closed for floor repair.

April 25th - EHS Home Base Field Trip. Special Field Trip menu provided for 150 guests.

Meetings:

Food Service Staff Meeting at WCIC - All Food Service Staff attended on April 4th.

AB 1825 - Preventing Sexual Harassment attended by Cheryl Barton & Connie Otwell on April 17.

Total Number of Meals and Snacks Prepared for All Kitchens

Lunch	PM Snack	Breakfast	Field Trips
40,150	23,964	26,706	400

Total Amount of Meals and Snacks Prepared **91,220**

Purchases:

Food	\$77,373.99
Non - Food	\$12,870.73

Building Maintenance and Repair: \$622.50

Janitor & Restroom Supplies \$0.00

Kitchen Small Wares and Equipment: \$3,183.28

Vehicle Maintenance and Repair : \$1,131.29

Vehicle Gas / Fuel: \$2,110.65
Normal Delivery Days 22

SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start
(As of 4/30/14)

The Special Education Report shows the percentage of enrolled preschool aged children with a diagnosed disability receiving services through an Individualized Education Plan (IEP). For Early Head Start, the Special Education Report shows the number of children ages 0-3 who are receiving early intervention services through an Individualized Family Services Plan (IFSP).

Head Start Program Performance Standards Reference: 1305.6 (c) states that at least 10% of the total number of enrollment in each grantee and delegate agency must be made available to children with disabilities.

<u>Agency/AFE (HS)*(EHS)**</u>	<u>Head Start #IEP (% AFE)</u>	<u>Early Head Start #IFSP (% AFE)</u>
Twin Rivers USD (211)	17 (8 %)	N/A
Elk Grove USD (420)	73 (17%)	N/A
Sacramento City USD (1292)(147)	180 (14%)	19 (13%)
San Juan USD (693) (161)	107 (15%)	22 (13%)
WCIC (120)	13 (11%)	N/A
SETA (1974) (345)	197 (10%)	54 (16%)
County (4710)* (653)**	587 (12%)	95 (14%)

AFE = Annual Funded Enrollment

%AFE = Percentage of Annual Funded Enrollment

ITEM IV - REPORTS TO THE BOARD

- A. CHAIR'S REPORT: The Chair of the SETA Governing Board, on a regular basis, receives numerous items of information concerning employment and training legislation, current programs, agency activities, and miscellaneous articles about human service programs throughout the nation, and attends meetings pertinent to SETA business.

The important information from the material received and meetings attended will be shared with the entire Board and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Board to provide input on items that may require future action.

- B. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director to report to the Board on any items of important information or to deal with special requests which need to be addressed but, because of time constraints, were not included in the formal SETA Governing Board Packet.

The Executive Director's Report also allows the opportunity for the SETA Executive Director to apprise the Board of upcoming events, significant agency activities, or conferences.

- C. DEPUTY DIRECTORS: This item is set aside to allow the Deputy Directors to report to the Board any items relative to the program operations.

- D. COUNSEL REPORT: The SETA Legal Counsel is the firm of Gregory D. Thatch, Attorney at Law. This item provides the opportunity for Agency Counsel to provide the SETA Governing Board with an oral or written report on legal activities

- E. MEMBERS OF THE BOARD: This item provides the opportunity for SETA Governing Board members to raise any items for consideration not covered under the formal agenda. It also provides the opportunity for Board members to request or to ask that certain items be placed on the next Governing Board agenda.

- F. PUBLIC PARTICIPATION: Participation of the general public at SETA Governing Board meetings is encouraged. The SETA Governing Board has decided to incorporate participants of the audience as part of its agenda for all meetings. Members of the audience are asked to address their requests to the Chairperson, if they wish to speak.